

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JANUARY 11, 2005

Present: Mary Ellen Farrell, Kermit Harden, Kevin Maxson, Beth Scheid, Chris Scherer, and Charlie Smyth

Absent: April Getchius, Kate McDowell, and James P. Quisenberry

Staff present: Becky Brown, Jean Koch, Barbara Lintner, Deb Lissak, and Fred Schlipf

Also present: Peggy Henderson

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on January 11, 2005. The meeting was called to order by the President, Kermit Harden, at 7:32 p.m.

It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the minutes of the meeting held on December 14, 2004, be approved as mailed.

It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the following bills be approved retrospectively for payment:

December 15, 2004 – General Fund, \$16,159.72; Trust Fund, \$2,815.97; Publications Fund, \$580.69.

December 29, 2004 – General Fund, \$26,747.42; Trust Fund, \$309.33; Publications Fund, \$632.91.

### ***PUBLIC COMMENT***

None.

### ***COMMITTEE REPORTS***

#### ***Building and Grounds***

The RFP for a new telephone system will be prepared by the staff, working with board members Beth Scheid and James P. Quisenberry.

The City of Urbana has a tenant for the Marro building, and the Library will start moving out the items stored there.

A large shelving order is scheduled to arrive on January 24.

The brick sale has successfully raised the money needed to pay for the tortoise and hare statue. The next goal is to fund the archway entrance to Cherry Alley.

Construction is near completion on the second floor and the ground floor. Fred Schlipf is in the process of punching the ground floor offices. Most of the items on the top floor punch list have been corrected. The Race Street front steps are finished except for caulking.

The Busey portrait and the busts of Lincoln and Longfellow will be restored by a conservation laboratory in Chicago.

The Library purchased a number of pieces of used office furniture including desks for the Acquisitions office and desk chairs for several departments.

### ***Education and Training***

No report.

### ***Finance***

Debra Lissak presented the December budget revisions to the Board. It was moved by Mary Ellen Farrell, seconded by Beth Scheid, and passed unanimously that the budget revisions be approved as presented.

### ***Friends of The Urbana Free Library***

The Library will not accept donations for book sales until after the grand opening. The next sales are planned for the Sweetcorn Festival and for fall 2005. All future sales will be held in the Library.

### ***Lincoln Trail Libraries System***

The local holds issue cannot be completely resolved until I-type reduction has taken place. So far the system libraries have agreed on 23 generic I-types to be shared by everyone. Among other things, this means that Libraries will have a limited number of fine levels. The Board discussed reducing the CD fines from \$.25 to \$.10, which makes the Library more in line with what other libraries in the system charge. Another way to reduce I-types is to take off the built in blocks on certain items that cannot be checked out on children's cards and let staff police the use of children's cards instead.

### ***Long-Range Planning***

No report.

### ***Policy***

The Library has been contacted by a person who found that the Archives new indexing has now made his past too available. The board discussed how the Library should deal with complaints of this type. The Policy committee will review the issue.

As construction is moving towards completion, groups are already contacting the Library about using the auditorium for meetings. The Library will now also be able to offer the conference room for smaller groups wanting to meet in the evenings. Policy for auditorium use needs to be reviewed and rewritten to include possible after hours use. A copy of the existing policy will be sent to the committee.

***Technology***

No report.

***TRUSTEE REPORTS***

No report.

***ADMINISTRATIVE REPORTS***

***Executive Director***

No report.

***Adult Department***

No report.

***Children's Department***

The Children's librarians are starting to do pre-school visits to the various nursery schools in Urbana. Due to construction uncertainties, in house programming will be kept to a bare minimum during February and possibly March.

***Special Collections***

The Archives diligently went through the cards in 28 card file cabinets and reduced the volume to 13 cabinets by removing everything that was already indexed in the database. Since December 14, they have entered 17,500 records into the database, most of which are obituaries. Marriage license applications are the largest part of the group left to be indexed.

The board discussed how the database is backed up. The technology committee will review the process and possibly make suggestions.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

None.

***ADJOURNMENT***

Upon motion duly made and seconded, the meeting was adjourned at 8:39 p.m.

Becky Brown, Recording Secretary