

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, FEBRUARY 8, 2005

Present: April Getchius, Kermit Harden, Kevin Maxson, James P. Quisenberry, and Charlie Smyth

Absent: Mary Ellen Farrell, Kate McDowell, Beth Scheid and Chris Scherer

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

Also present: Peggy Henderson and Tod Satterthwaite

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on February 8, 2005. The meeting was called to order by the President, Kermit Harden, at 8:00 p.m.

Kevin Maxson is leaving the community, so the current meeting was his last as a member of the Board of Trustees. The Board thanked Kevin for his service.

It was moved by April Getchius, seconded by James P. Quisenberry, and passed unanimously that the minutes of the meeting held on January 11, 2005, be approved as mailed.

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

January 12, 2005 – General Fund, \$21,273.79; Trust Fund, \$362.49; Publications Fund, \$908.63.

January 26, 2005 – General Fund, \$34,040.41; Trust Fund, \$334.97; Publications Fund, \$213.66.

### ***PUBLIC COMMENT***

None.

### ***COMMITTEE REPORTS***

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

Bids for the end panels and service desks are to go out on Friday January 14, which means these items may not be ready by the May 1 ribbon cutting date. There was some discussion about postponing the date.

Furniture bids have been received. The companies selected have been chosen but not announced yet.

Fred Schlipf is preparing revised punch lists for the entire building and expects this to take at least three weeks.

The Library staff anticipates moving out of the “mob office” and into departmental offices soon.

The new circulation desk is complete, and Library staff will place it in service soon.

The Children’s Department will have to close for a couple of days while the east side of the room is carpeted.

The Marro building has been totally vacated by the Library except for two large bookcases, which will be moved on Thursday, January 13.

The Library is seeking quotes for a security system that would allow cameras to be installed in problem spots throughout the building. The plan is to start with five cameras in key problem spots, but to purchase a system that would allow for expansion as needs dictate and budgets allow.

There was discussion about using unspent money from the contingency fund to help renovate/replace the HVAC system in the old building. There is still some question about how much money is in this fund.

It was moved by Charlie Smyth, seconded by April Getchius, and passed unanimously that “The Urbana Free Library Board offers the Foundation the opportunity to use the end panels as a fund raising opportunity. In the interim, the Board recommends that the City purchase the end panels from the project fund with the understanding that any funds raised by the Foundation would be set aside for future Library priorities, such as the HVAC system and the front porch restoration.”

***Education and Training***

No report.

***Finance***

No report.

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

No report.

***Lincoln Trail Libraries System***

The I-type reduction process is going smoothly. Once this process is finished, the local holds policy can be implemented.

***Long-Range Planning***

No report.

***Policy***

No report.

***Technology***

Fred Schlipf distributed the technology plan for 2004 to 2007.

Fred Schlipf is preparing an RFP for a modern telephone system to replace the Panasonic system currently on loan from Champaign Telephone

***TRUSTEE REPORTS***

No report.

***ADMINISTRATIVE REPORTS***

***Executive Director***

No report.

***Adult Department***

No report.

***Children's Department***

No report.

***Special Collections***

No report.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

None.

***ADJOURNMENT***

Upon motion duly made and seconded, the meeting was adjourned at 9:07 p.m.

Becky Brown, Recording Secretary