

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JULY 12, 2005

Present: Mary Ellen Farrell, Kermit Harden, Kate McDowell, James P. Quisenberry, Beth Scheid, Chris Scherer, and Charlie Smyth

Absent: April Getchius

Staff present: Becky Brown, Barb Lintner, Debra Lissak, and Fred Schlipf

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on July 12, 2005. The meeting was called to order by the President, Kermit Harden, at 7:30 p.m.

It was moved by Chris Scherer, seconded by Beth Scheid, and passed unanimously that the minutes of the meeting of June 14, 2005, be approved as mailed.

It was moved by Kate McDowell, seconded by Mel Farrell, and passed unanimously that the following bills be approved retrospectively for payment:

June 15, 2005 – General Fund, \$29,309.65; Trust Fund, \$727.16; Publications Fund, \$236.00.

June 29, 2005 – General Fund, \$86,685.75; Trust Fund, \$438.76; Publications Fund, \$119.44.

PUBLIC COMMENT

Charlie Smyth brought a computer hanger to see whether it would fit under one of the library's new computer tables.

COMMITTEE REPORTS

Building and Grounds

The Library is having serious HVAC problems. One of the two original compressors is leaking oil, which may ruin the roof membrane, and some pneumatic valves are not working properly. The City has asked GHR to see what options are available for getting the system through the summer. If the system has to be replaced this fall or next spring, it will require full bid specifications. Dan Hoch from York put together a very comprehensive list of old and new problems.

Education and Training

No report.

Finance

Since Health Alliance has moved into Lincoln Square, City parking in the Lincoln Square is no longer available. The library staff has been exploring other options and proposes to lease 15 spaces from Carl Webber at a cost of \$15.00 each per month. It was the consensus of the Board that library funds could be used for this purpose.

The Board reviewed income from e-rate reimbursements in light of the amount of work required to apply for the reimbursements. It was the consensus of the board that the effort does not justify the small amount of funding available. The Library will consequently stop applying for e-rate reimbursements.

The Board reviewed Champaign County support of the Archives, which has been \$10,000 a year since county support first began. In light of the opportunities presented by the expanded library, it was the consensus of the Board that the library request \$25,000 for the coming year.

The Foundation has no O&D insurance. The Board discussed whether the Library should add the Foundation to its O&D policy. The total coverage for the two organizations would remain the same as the previous coverage for the library. James P. Quisenberry asked that staff find examples of where this has been done to see if it can be accomplished successfully. If the Board feels that combined coverage is a bad idea, the Foundation will purchase its own insurance.

Fred Schlipf obtained a rider on the Library's insurance policy to cover the 5k run and walk on July 30.

Friends of The Urbana Free Library

The Friends have scheduled a book sale to coincide with the Sweetcorn Festival. This year the Friends will be doing a full book sale rather than just a paperback sale as has been done in past years during the festival.

Lincoln Trail Libraries System

James P. Quisenberry has been re-elected Vice-President of the Lincoln Trail Board. The Board President and James will be presenting the 2005/2006 plan to the State Library on Thursday, July 14.

Long-Range Planning

The ***Technology Plan*** was handed out to Board members. Once the building issues settle down, there are several items that have been placed on hold that will need to be addressed. The October meeting of the Library Board will be focused on long range planning.

Policy

The board discussed whether the conference room was sufficiently large for board meetings where public attendance may be involved. The board also discussed the possibility of televising meetings. The latter topic will be revisited in about six months.

Technology

Horizon is merging with Sirsi, another library automation firm. The staff has no idea at this time concerning implications for local operations.

Wireless access will be put on the agenda for discussion for the September meeting.

TRUSTEE REPORTS

The dinner celebrating the end of construction party was a huge success. The Board discussed holding a party of this type every year or two.

ADMINISTRATIVE REPORTS

Executive Director

The library is advertising for applicants for the position of Director of Archives.

The contractors are still completing items on the punch list.

The Library has chosen a phone system. PRI lines have been ordered, and staff members are selecting operating options.

The sculptor is on target, and the sculpture should be completed in time for the July 30 dedication.

The Staff is trying to pull together statistics for the IPLAR form. This has been complicated by the switch to Horizon.

Chris Foster and Fred Schlipf will tape a tour of the completed library to replace the tape of work in progress that currently appears on the city channel.

Adult Department

No report.

Children's Department

Barbara Lintner reported that over 600 children have signed up for the Summer Reading Program this year surpassing the just over 400 from last year.

Special Collections

No report.

UNFINISHED BUSINESS

The There was discussion about the plastic library cards. After doing research with several companies, the Library has found that library card companies will not put a place for names on key tag cards because of liability issues. It was moved by Mel Farrell, seconded by Chris Scherer, and passed unanimously that the Library purchase PVC cards with the design previously selected by the Board.

NEW BUSINESS

Jane Williams will be reappointed to Board this month.

There was discussion about the future of the Auler building.

The following resolution was presented by Charlie Smyth. It was moved by Beth Scheid and seconded by Mary Ellen Farrell.

Whereas the library is experiencing substantial increased citizen visits to its remodeled and expanded building, and whereas the competing public demand for parking spaces is primarily for day time, week day parking, and whereas the library parking lot is filled at busy times, be it resolved that The Urbana Free Library hereby requests that the City of Urbana (a) reduce the enforcement time for library parking lot meters to Monday to Friday from 8:00 a.m. to 4:00 p.m. and (b) enter into negotiations with the owners of the Historic Lincoln Hotel to add parking meters to a portion of their lot in some kind of revenue sharing agreement so as to provide for additional daytime parking.

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

Becky Brown, Recording Secretary