

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, AUGUST 9, 2005

Present: Mary Ellen Farrell, April Getchius, Kate McDowell, James P. Quisenberry, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Kermit Harden and Charlie Smyth

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

Also present: Simon Rosenzweig

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on August 9, 2005. The meeting was called to order by the vice-president, Mary Ellen Farrell, at 7:30 p.m.

It was moved by James P. Quisenberry, seconded by Kate McDowell, and passed unanimously that the minutes of the meeting of July 12, 2005, be approved as mailed.

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

July 13, 2005 – General Fund, \$49,258.24; Trust Fund, \$39.32; Publications Fund, \$135.16.

July 27, 2005 – General Fund, \$18,797.80; Trust Fund, \$13.16; Publications Fund, \$260.51.

### ***PUBLIC COMMENT***

Simon Rosenzweig brought chocolate and sprigs of various herbs to share with the Board. The Herb Society has installed two planters near the Cherry Alley arch and filled them with plants left over from the Herb Society sale.

### ***COMMITTEE REPORTS***

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

The problems with the old HVAC system in the 1917/1975 building are still being sorted out. One of the two compressors has been shut down because it leaks coolant onto the roof. Pat Pioletti, Bruce Walden, and Fred Schlipf will meet on the matter. In the meantime, the Adult Department staff office is very uncomfortable.

Library policy is that if temperatures in public areas reach 90 degrees, the Library will close.

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

No report.

### ***Finance***

No report.

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

The Library has received a large number of books for the August book sale. Library staff members have started asking people who call about donating books to hold their donations until after this sale.

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

James P. Quisenberry reported that the July 14 Lincoln Trail Library Systems budget presentation to the State Library went well. The State Library Director complimented Lincoln Trail on a job well done, especially compared to other library systems. The State was not willing to give information on budget yet, but it doesn't look bleak. Grants will be smaller this year, and not as much will be given out for building grants. The system funding level will remain about the same. Lincoln Trail may have to look for additional funding.

Lincoln Trail has offered to beta test the next version of Horizon. The beta testing will be done on an isolated server. The Sirsi Horizon merger will not affect the next upgrade.

The Lincoln Trail Board has a full slate again. Mary Ellen Farrell has been invited to serve on the strategic planning committee.

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

Copies of the ***Long Range Plan*** will be emailed to Board members. The Board decided to go through the existing plan and cut out what has already been done, add things not in the plan that need to be done, and simplify the format.

The Board will meet as a committee of the whole at 6:00 p.m. on October 11, prior to the regular Board meeting, to work on the ***Long Range Plan***. The library will order box lunches.

### ***Policy***

After the Archives' Local History Online database went online, it was indexed by Google. Since then, there has been a huge influx of orders for copies of materials in the Archives. Library staff members feel that it is time to review the library's policies on charges for copying.

### ***Technology***

Kate McDowell talked informally to Mike Layman about broadcasting Board meetings. She has offered to gather information about ways to make meetings more accessible to the public and bring her findings back to the Board in six months.

Copies of the patron conduct and internet conduct portions of the *Policy Manual* will be emailed to Board members in preparation of the discussion of wireless access for the September meeting.

### ***TRUSTEE REPORTS***

Jane Williams has been reappointed to the Library Board.

Kate McDowell passed out handouts and reported on the Lincoln Trail trustee workshop she attended several months ago. She said it was a very worthwhile and informative workshop.

### ***ADMINISTRATIVE REPORTS***

#### ***Executive Director***

When the construction of the new Champaign Public Library begins this fall, the library's auditorium will be demolished. The Urbana Free Library is already starting to get bookings from groups who would normally use the Champaign Public Library's auditorium.

The circulation staff is already noticing an increase in service as the students come back to town. The new plastic cards should arrive in another two weeks.

Staff members have been reviewing candidates for the position of Head of Special Collections. Formal interviews will be held next week

The Library is in the process of redesigning its web site.

The contractors will install new carpeting in Megan's room, replacing the original poorly-installed carpet.

Requirements for the new phone system are being set up by Champaign Telephone, with installation anticipated by mid September.

Statistics for the past fiscal year have finally been entered into the data base. The prior year still needs to be finished, but the process of extracting the data is still cumbersome.

#### ***Adult Department***

Debra Lissak reported that the Library uses Unique Management Services debt collection services. Horizon has a module which allows this company to directly access those patrons who need reminders to return or pay for long overdue materials or pay large fines. The Library is in the process of setting up levels and parameters with Unique Management Services to take advantage of this module. Lincoln Trail has been approached about the need to create a generic wording that would work for the various notices that libraries will be sending out using this system.

#### ***Children's Department***

Six hundred and fifty children signed up for this year's Summer Reading Program. So far, 150 have finished. After completing the number of contracted books, children have an opportunity to have their name entered into the raffle box once for each five more books they read.

The Children's Department is now offering leveled readers for kindergartners and first grade children. These books are specifically aimed at the various beginning reading levels and clearly marked, so that children and parents can find books at the child's reading level.

*Special Collections*

No report.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

None.

***ADJOURNMENT***

The meeting was adjourned at 9:13 p.m.

Becky Brown, Recording Secretary