

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MARCH 13, 2007

Present: Mary Ellen Farrell, Barbara Gillespie, Beth Scheid, Chris Scherer, Charlie Smyth, and Jane Williams

Absent: Kermit Harden, Kate McDowell, and James P. Quisenberry

Staff present: Becky Brown, John Dunkelberger, Barbara Lintner, Debra Lissak, Fred Schlipf, Anke Voss, and Kathy Wicks

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on March 13, 2007. The meeting was called to order by the secretary/treasurer, Beth Scheid, at 7:35 p.m.

It was moved by Jane Williams, seconded by Mary Ellen Farrell, and passed unanimously that the minutes of the meeting of February 20, 2007, be approved as mailed.

It was moved by Mary Ellen Farrell, seconded by Barbara Gillespie, and passed unanimously that the following bills be approved retrospectively for payment:

February 21, 2007 – General Fund, \$26,822.62; Trust Fund, \$621.89; Publications Fund, \$31.00; Grant Fund, \$1,568.23.

March 7, 2007 – General Fund, \$27,331.34; Trust Fund, \$944.32; Publications Fund, \$73.52; Grant Fund, \$206.00.

### ***PUBLIC COMMENT***

None.

### ***COMMITTEE REPORTS***

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

Fred Schlipf reported that the new Latte Da! coffee shop will have a trial opening on March 18, 2007, to take advantage of the UFLive concert scheduled for that day. Lauren and Karl Klein, the owners, plan to open permanently the following Sunday, March 25, with an official opening date of April 1, 2007. The Kleins plan to staff the shop themselves for the first several months better to understand the needs of library users. They are also bidding on the Champaign Public Library coffee shop.

Latte Da! will be allowed to serve cookies and various other goodies, but patrons will be asked to limit food to the east rooms of the Library.

The Library received three video surveillance proposals, which will be reviewed by the Technology Committee and library staff.

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

No report.

### ***Finance***

Debra Lissak reported that the Library is waiting to hear from the City concerning budgeting requirements for the 2007/2008 fiscal year. Department heads are reviewing their needs for the upcoming fiscal year. The Finance Committee will need to set up a time to work on the budget.

The Board inquired about the impact of higher power rates on the Library budget. The Library seldom needs to spend money on gas, due to the franchise agreement between the City and the power company, so the impact of rate increases will be felt primarily in summer. The heaviest impact will be felt in bills received early in the 2007/2008 fiscal year. At this time, energy expenditures are running under budget.

Proposed March budget revisions had been included in the Board packets. It was moved by Charlie Smyth, seconded by Mary Ellen Farrell, and passed unanimously to adopt the budget revisions as presented and to move \$30,000 from liquidity into the one time project line to cover the video surveillance system.

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

The next book sale is April 26 through April 30.

The Friends voted at their last meeting to continue to fund the Goldhor award.

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

Lincoln Trail is continuing the type two local holds test.

Lincoln Trail asked Urbana and Champaign to test a new Sirsi/Dynix program that will enable member libraries to change the status of items from “in transit” to “on shelf.” If the new software works the way it should, it will solve several problems with the local holds issue.

The Library continues to be as generous as possible in sending new items. Any new item that has been idle on the shelf for at least a week is made available for interlibrary loan. Lincoln Trail continues to have problems dealing with the volume of interlibrary loans.

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

No report.

### ***Policy***

Deb Lissak reported on her successful efforts to promote **tutor.com** to high school local students. The Urbana Free Library will purchase an ad in the high school newspaper, and the school district administration has approved classroom distribution of materials on the service. During November through February, the Champaign Public Library reported 423 users of **tutor.com**, while The Urbana Free

Library had only 62. The library staff believes that acceptance by the school district will help increase use.

Fred Schlipf noted that the Policy Committee will need to meet to review the drafts of new policies. The Library also needs to review its policies on chat on public computer workstations. In the past, the Library has banned chat, but many basic functions, such as **tutor.com**, use chat. It was the consensus of the Board that chat be allowed pending full policy review.

### ***Technology***

The Library has installed an automatic reboot system for the wireless Internet service, much to the relief of several staff members.

Bill DeJarnette will need another two weeks to develop costs for build-out and monthly operation from McCloud, Insight, and AT&T for a fiber connection. He is still planning to connect the Library to the City's loop. Even when the fiber loop is in place, the Library will continue to keep one T-1 line, and if the fiber looks like it will be too long in coming, the Library may explore getting another T-1 line. Pat Clifford has cut back connection speed to public Internet computers twice to increase speed to circulation. The Board discussed cutting back the wireless speed to patrons even more, but the consensus was that doing so would do more to harm patron relations than to help with computer speeds.

### ***TRUSTEE REPORTS***

No report.

### ***ADMINISTRATIVE REPORTS***

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

Fred Schlipf reported that he is forcing himself to start cleaning 32 years of records out his office or to organize them for the next director.

The Board will need to meet to finalize the Executive Director contract. Kermit Harden asked to have that meeting scheduled after he gets back into town.

#### ***Associate Director***

Deb Lissak has been working on statistics for many months, trying to work out the instructions for the various steps in collecting and organizing the data. It is a very involved process. Once the steps are laid out in logical order, Becky Brown will take over processing statistics each month.

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

John Dunkelberger reported that the Internet area is continuing to run much more smoothly. Adult Reference staff members are enjoying their jobs again.

When Champaign Public Library stopped interloaning their AV items, the hold lists became quite long, so the Adult Department is buying more duplicate AV titles to meet demand.

Reference staff members feel that they have been busier in recent months.

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

Barbara Lintner reported that several community groups have discovered the Library is a great place for their programs. The C-U Chess Club is meeting here regularly and has held two chess tournaments.

The first workshop for the "Experiencing Math and Science in Early Childhood Education" grant went very well, despite the foggy weather that evening. There are two more workshops planned, one at Parkland and one at the Library. Barb was one of three presenters at the workshop; her presentation on the new math and science kits for teachers was a hit.

The Children's Department librarians also feel that they have been busier the past several months. Barb has been comparing statistics and found that use is back up to as high as before construction. February was a slower month due to temperatures and snow, but the preceding months were very busy.

### ***Archives***

Anke Voss attended the first meeting of the Lincoln exhibits committee, which will meet monthly at the Library until 2009. The Lincoln exhibit at the Early American Museum in Mahomet will be used to develop educational programs and tours for school age children.

The Archives is starting to look into a new platform to support Local History Online. FoxPro is an old program that is not readily compatible to other programs, and the Archives has had to call Paul Hertz in Taiwan a couple of times to get help when FoxPro acted up. If the current records can be exported to it, one option could be Archon, an open-source software being developed and hosted by the University of Illinois. To use Archon, the Library would need to have someone trained to use MySQL and PHP 5.0, with Pat Clifford being the logical choice. MySQL would also be useful for statistics gathering programs. There was some discussion about whether it would be a problem to have Local History Online sitting on a platform at the University, but it was decided it would be workable given the right software.

### ***Circulation Department***

Kathy Wicks reported that the bad weather in February resulted in fewer than normal library cards issued.

The department is starting to think about this year's outreach opportunities. School registration and Quad Day have both been successful ways to reach the community in the past, and the Library plans to attend both of these this year.

### ***UNFINISHED BUSINESS***

None.

### ***NEW BUSINESS***

There will be two retirement parties for Fred Schlipf. The first will be an open house Sunday, May 6, for the public. Staff are planning and organizing this party. The second will be a dinner planned and organized by the Foundation on Friday, May 18. This will be for the Library Board, Foundation, Friends' officers, and staff. More details about both will be announced.

Charlie Smyth asked that the Board discuss at the next meeting the possibilities of meeting in the Archives rather than the Conference room, and starting the meetings at 7:00 p.m. rather than 7:30 p.m.

***ADJOURNMENT***

The meeting was adjourned at 8:55 p.m.

Becky Brown, Recording Secretary