

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, October 9, 2007

Present: Mary Ellen Farrell, Barbara Gillespie, Kate McDowell, James P. Quisenberry, Beth Scheid, Chris Scherer, Charlie Smyth, Umesh Thakkar, and Jane Williams

Staff present: Becky Brown, Dawn Cassady, John Dunkelberger, Barb Lintner, Debra Lissak, Anke Voss, and Kathy Wicks

Also present: Josh Becker and Erin Moore

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on October 9, 2007. The meeting was called to order by the President, Mary Ellen Farrell, at 7:00 p.m.

It was moved by Charlie Smyth, seconded by James Quisenberry and passed unanimously that the minutes of the meeting of September 11, 2007, be approved as mailed.

It was moved by Jane Williams, seconded by Barb Gillespie, and passed unanimously that the following bills be approved retrospectively for payment:

September 19, 2007 – General Fund, \$16,342.27; Trust Fund, \$412.38; Publications Fund, \$56.40; Grant Fund, \$44.38.

October 3, 2007 – General Fund, \$48,656.76; Trust Fund, \$708.76; Publications Fund, \$42.14.

PETITIONS AND COMMUNICATIONS

Public comment

Josh Becker and Erin Moore were attending the Board meeting to fulfill a requirement for a GSLIS class.

Presentations

Rick Galbreath from Performance Growth Partners Inc. made a presentation to the Board concerning the clerical job audit and salary review. Seventeen staff members in thirteen positions will be included in the review.

REPORTS OF COMMITTEE

Building and Grounds

Debra Lissak's written report informed the Board that the library was included in the City of Urbana's energy audit conducted by the Illinois Waste Management and Research Center. As a result, the library is exploring several energy saving methods, such as raising the temperature set point, increasing the hours

that the building is in “unoccupied mode, reducing the amount of after-hours lighting, and retraining staff to turn off fluorescent lights.

Technology

It was moved by Charlie Smyth, seconded by James Quisenberry, and passed unanimously to spend up to \$18,000 to run fiber to connect the library to the City loop. There was discussion about the possibility of ultimately connecting to the U of I. It was moved by Charlie Smyth, seconded by James Quisenberry, and passed unanimously to spend up to \$25,000 to purchase a Cisco 2821 router and HP Procurve managed switches. This purchase will not include a fat pipe, firewall, or bandwidth manager, which may need to be purchased in the future.

Finance

Deb Lissak’s written report informed the Library Board that the Champaign County Board voted to include Archives funding of \$25,000 in the County’s FY2008 budget. This budget will not be finalized until November.

Deb’s written report also informed the Board that the shelving schedule has been increased by an additional eight hours. Budget adjustments will be made with the December revisions.

Policy

The Disaster Plan, written by Anke Voss, was submitted electronically to the Board prior to the meeting. After discussion, it was moved by Charlie Smyth, seconded by Jane Williams, and passed unanimously that the Disaster Plan be approved as submitted with the additions discussed.

Education and Training

Barbara Gillespie inquired whether the library was encouraging participation in the Jesse White “Letters About Literature” contest.

Long-Range Planning

In her written report, Deb presented two possible ways of conducting the Library Research Center patron survey. After discussing the pros and cons of both options, it was the consensus of the Board to use the initial method, which draws addresses selected from the Horizon patron database. This method will provide excellent statistical information from known library users. Information from non-users will be acquired through focus groups, to be conducted separately. The Board would like to have the patron survey and focus group information processed before LSTA grant submittals next spring, so that the information could be used to pursue appropriate grants.

REPORTS OF LIAISON OFFICERS

Friends of The Urbana Free Library

The next book sale is scheduled for November 1 through November 5, 2007.

The Friends have expressed an interest in expanding the Library's large print collection and in soliciting more volunteers for the homebound service.

The Urbana Free Library Foundation

Charlie Smyth asked whether the Foundation had approached Blake Weaver about his property at the corner of Green and Cedar Streets. The Foundation has spoken with Mr. Weaver, who is aware that the library is interested in purchasing the property if he decides to sell it.

Charlie also suggested that Deb speak with Tom Carrino about the change in ownership at the Historic Lincoln Hotel, with the possibility that the library might negotiate some library parking arrangements.

Lincoln Trail Libraries System

James Quisenberry reported that, as a result of the recent symposium, Lincoln Trail is forming a Technology Committee to formulate a long-range technology plan for the system. James encouraged other Board members to participate; Mel agreed to have her name submitted.

REPORTS OF ADMINISTRATIVE STAFF (Summarization of written and verbal reports)

Executive Director

Deb Lissak reported that over the past year she has been in contact with U of I requesting that our library be added as an off-campus site for the Federal Work Study program. U of I decided not to add any extra sites this year. Deb will re-contact them in February to pursue the designation for the FY08-09 school year.

Charlie asked about the time table for receiving statistics consistently again. Collecting statistics in Horizon is a cumbersome task, which involves exporting raw data and manipulating the data in Excel. Deb intends to teach Keran Harrington and Becky Brown how manipulate the data so that they can take over the task. The ideal solution is to write customized reports in MySQL. Lincoln Trail does not have anyone to write MySQL reports, but Pat Boze is willing to load reports at LTLS if we pursue this option.

Steve Glasgow, the new graphic artist and web designer, resigned due to a better opportunity and salary.

Kathy Wicks implemented **Admin Online**, an electronic staff newsletter, which will replace the **Weekly News**, which wasn't really weekly.

Associate Director

Kathy Wicks reported that Howard Grueneberg and the Archives assisted her in developing the WWII display in the glass case. The display was to coincide with the WWII program the library was cosponsoring with WILL. A display of Chautauqua artifacts was in the case after the WWII display, coinciding with the Urbana Park District's Chautauqua.

Carolyn Baxley, of the Cinema Gallery, will display art in the library gallery space starting November 13.

The Lincoln Trail Libraries System 2007 Annual Profile Summary is finished and submitted to Lincoln Trail. The annual Per Capita Grant is nearing completion and will be submitted to the State Library by October 15.

Adult Services

John Dunkelberger reported that September was a busy month with patrons and programs, including GirlTalk, and UFL Reads. SOLHOT was successful in the spring and will start again on October 1.

The **UFLive!** concert, The Music of WWII, drew 180 people.

Children's Services

Barb Lintner reported that the Children's Department is cosponsoring several programs with other community groups, including monthly Spanish story times with the Center for Latin American and Caribbean Studies and a weekly chess program with the CU Kids Chess Club.

In September, the Children's Department also had a presence at the Farmer's Market, the Wiley School Ice Cream Social, the Urbana School Librarian's meeting, the United Way Success by Six meeting, and two WICD morning programs.

Storytelling programs are being planned with the Urbana Park District and the Junior Women's Club.

Archives

Anke Voss reported that she has been appointed to the Champaign County Lincoln Bicentennial Commission.

Eric Fair has been hired to fill the new Archives Librarian position. He will start working at the end of October.

Circulation Services

Dawn Cassady reported that she and other new circulation staff took the mandatory Horizon training courses at Lincoln Trail. Everyone is settling into the circulation routine.

Circulation issued 483 new cards, some from the outreach programs,, such as the Wiley School event, the Farmer's Market, and the tour groups.

UNFINISHED BUSINESS

Since no members requested changes in committee assignments, President Mel Farrell appointed Board members to the following committees:

Building and Grounds: James Quisenberry and Jane Williams

Education and Training: Mel Farrell and Barb Gillespie

Finance: James Quisenberry, Chris Scherer, and Charlie Smyth

Friends: Barb Gillespie and Chris Scherer

Lincoln Trail: James Quisenberry

Long-Range Planning: Committee of the Whole

Patron Assessment Ad-hoc Committee: Mel Farrell and Umesh Thakkar

Policy: Kate McDowell, Umesh Thakkar, and Jane Williams

Technology: James Quisenberry, Beth Scheid, and Charlie Smyth

Foundation: Mel Farrell

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 8:46 p.m.

Becky Brown, Recording Secretary