

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, November 13, 2007

Present: Kate McDowell, Beth Scheid, Chris Scherer, Umesh Thakkar, and Jane Williams

Absent: Mary Ellen Farrell, Barbara Gillespie, James P. Quisenberry, and Charlie Smyth

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on November 13, 2007. The meeting was called to order by the Vice-President, Chris Scherer, at 7:32 p.m.

It was moved by Jane Williams, seconded by Kate McDowell and passed unanimously that the minutes of the meeting of October 9, 2007, be approved as mailed.

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

October 17, 2007 – General Fund, \$52,826.05; Trust Fund, \$410.09; Publications Fund, \$92.97.
October 31, 2007 – General Fund, \$46,300.88; Trust Fund, \$921.42; Publications Fund, \$37.29.

PETITIONS AND COMMUNICATIONS

Public comment

None

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

Debra Lissak reported that the Cisco router and some of the switches have arrived.

Technology

No report.

Finance

Budget revisions will be acted upon at the December meeting. Deb will be looking to free up some temporary staffing hours that can be used for projects. Normally staff budget revisions wait until March, but there are some initiatives that should begin now.

Policy

Several of the current policies make reference to external documents, which could be cited, linked, or included as addenda. It was the consensus of the Board that generally addenda are not necessary. Their preferred method is to reference citations in the written policies and to create links in the online policies whenever possible.

The library has public fax equipment on order. Policy revisions to incorporate public fax will be brought for a vote at the December Board meeting. Staff will check local rates and set comparable library rates.

Umesh Thakkar asked staff to check into purchasing recycled copy paper.

There was discussion about lowering the public copy and printer prices from \$1.00 to 50¢ for color pages and 15¢ to 10¢ for black and white pages. Deb will bring expense and revenue projections and any revised policies to the Board for a vote at the December meeting.

It was the consensus of the Board that the library should change the Adult DVD circulation policies to allow renewals, holds, and a 7-day loan period. Staff also recommend increasing the quantity limits to five DVDs. The library may need to consider purchasing more copies of popular AV items. The revised policy will be presented for a vote at the December meeting.

It was the consensus of the Board that the library should offer the third-party ELF library notification to patrons. Staff will create a handout to explain the option to patrons.

Facebook is now allowing libraries to create accounts. It was the consensus of the Board that staff should pursue this as a way to reach the younger generation.

Education and Training

No report.

Long-Range Planning

The library has not yet received the revised contract from LRC. Late January is the target date for the survey mailing. There will be several Board and staff reviews during survey development. The surveys will precede planning for the focus groups.

REPORTS OF LIAISON OFFICERS

Friends of The Urbana Free Library

Chris reported that Friends' memberships are not reciprocal between The Urbana Free Library and Champaign Public Library.

The Urbana Free Library Foundation

Deb, Kathy Wicks, and Carolyn Casady-Trimble (Foundation President) are meeting with Gerri Kirchner and Joan Hood, who were instrumental in the Foundation's capital campaign for the expansion. The library already has several on-going programs that need funding from outside of the budget. Gerri and Joan are willing to advise the Foundation and Administration about donor solicitations.

Lincoln Trail Libraries System

Deb and Kathy had lunch with Jan Ison and Pat Boze. It was a positive meeting, which they will attempt to repeat monthly.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Deb addressed Board questions about the LRC survey.

Associate Director

No further report.

Adult Services

No further report.

Children's Services

No further report.

Archives

Anke Voss reported that Eric Fair has been hired to fill the Archives Reference position.

Circulation Services

No further report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

The Board discussed the best way to incorporate written reports and verbal reports into the minutes. It was the consensus of the Board: that the agenda should list discussion items and action items but not update or informational items from the packet, that the minutes should reflect the discussion and action items, that the Board informational packets should be retained, that written reports or update items which are not discussed at the meeting should remain in the packets rather than in the minutes, that the agenda and minutes should be available to the public online when the website is redeveloped, and that the minutes should reference the corresponding Board packet.

Board members have the option of receiving packets electronically or by mail. Laptops, for the purpose of viewing electronic files, are acceptable at Board meetings.

ADJOURNMENT

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

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of November 13, 2007.