

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, January 13, 2009

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

Staff present: Becky Brown, Barbara Lintner, Debra Lissak, and Anke Voss

Also present: Beth Chato, Will Quisenberry, and Lauren Teffeau

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on January 13, 2009. The meeting was called to order by the president, Mary Ellen Farrell, at 7:05 p.m.

It was moved by Lynn Wiley, seconded by Umesh Thakkar, and passed unanimously that the consent agenda be approved as mailed.

PETITIONS AND COMMUNICATIONS

Public comment

None.

Presentations

Lauren Teffeau, from the University of Illinois Library Research Center, presented preliminary results from the library's patron survey. The overall response rate was lower than expected, especially from census tracts further from the library and tracts with high residential turnover. Lauren explained how the data is compiled and set up in crosstab tables. There were several issues that came up repeatedly, including parking problems, the noise in the quiet rooms, and the height of the drive-up book return bins.

REPORTS OF COMMITTEES

Building and Grounds

Davis-Houk has been scheduled to replace water-damaged ceiling tiles throughout the second floor on Martin Luther King Jr. Day when the library is closed. The tiles will be marked with the installation date and then watched for evidence of subsequent water damage. While

scaffolding is here for this project, the library will use the opportunity to change all the light bulbs in the front reading rooms, foyer, and stairwell.

The library received the proposal for a supplemental cooling system for the server room but has asked for a quote on a simpler alternative, using exhaust fans to displace warm air from the room. Davis-Houk successfully used this simpler alternative for the server room in the Illinois Terminal building.

The proposal to add humidity to the Tepper building was accepted.

The proposal to set up the Archives storage room with an independent HVAC was too costly. It was the consensus of the Board that staff consult with Davis-Houk to pursue alternatives that provide temperature and humidity control while increasing the energy efficiency of the entire building.

Technology

The technology committee will meet on January 26 to discuss items in the technology plan which may have impact on the budget.

Deb reported on the website redevelopment. A new expandable navigation bar and reorganization of content focused on service components should be ready shortly. Pages are being converted from html to php in the process. The Board asked to receive the url for the development site when this reorganization is complete. The Board also recommended that usability testing be conducted by an external website firm rather than library staff or library science students.

Finance

After discussion, it was moved by James Quisenberry, seconded by Chris Scherer, and passed unanimously that the Finance Policy revisions be accepted as submitted.

Policy

No report.

Education and Training

No report.

Long-Range Planning

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

No report.

Lincoln Trail Libraries System

James Quisenberry reported that the Lincoln Trail technology plan is progressing, although it is difficult to devise a plan that addresses the needs of the variety of types and sizes of libraries within the system. Lincoln Trail is conducting an online technology survey of patrons.

Lincoln Trail is planning another symposium for spring 2009..

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Deb invited the Board to attend the staff in-service day on February 16.

Mel was approached by a patron who expressed concern about the VHS weeding project. Statistically, VHS circulation continues to decrease; the space will be used to improve the expanding DVD collection. The Board asked that staff be given more information to better communicate with the public.

Library ELF has been sending out emails to inform patrons that there will now be a charge for ELF services. However, patrons who signed up for ELF through Lincoln Trail will not be charged. The company will merge The Urbana Free Library accounts into the Lincoln Trail accounts so that our patrons will continue to be served free of charge. U of I accounts, however, will be charged.

Glen Davies has finished several of the mural panels that will brighten up the window well outside the Children's Department. He has done a marvelous job of creating a garden scene and incorporating items from photos provided by the donor.

The Archives received a Champaign County appropriation of \$25,000 again this year.

The library and the city submitted an ICMA grant application to study the urbanized areas adjacent to the city/library.

Associate Director

No further report.

Adult Services

No further report.

Children's Services

No further report.

Archives

No further report.

Circulation Services

No further report.

UNFINISHED BUSINESS

Dawn was unable to attend the meeting, so discussion about the incidental circulation cost report was postponed to a future meeting.

The Board requested a report to illustrate library statistics over time to show trends in use.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 8:59 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of January 13, 2009.