

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, July 14, 2009

Present: Barbara Gillespie, Diane Marlin, Beth Scheid, Chris Scherer, Umesh Thakkar, and Jane Williams

Absent Mary Ellen Farrell, Lynn Wiley, and James P. Quisenberry

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on July 14, 2009. The meeting was called to order by the vice-president, Chris Scherer, at 7:30 p.m.

It was moved by Barbara Gillespie, seconded by Jane Williams, and passed unanimously that the consent agenda be approved, with the minutes amended to reflect corrected wording for the election of the officers.

PETITIONS AND COMMUNICATIONS

Public Comment

None.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

It was the consensus of the Board to install identifying signage on the Green Street entrance canopy and to assess finances later in the fiscal year before continuing with monument signage at the streets.

Deb spoke with Riley Glerum at IGW Architecture about the first floor windows in the 1918 portion of the library. Riley estimated \$7,500 to update the plans for energy efficiency and closer replication of the originals. The City is aware of the need to replace the windows and will add the estimated \$80,000 project to its list for future capital projects or energy grants.

The Foundation purchased new trash cans, planters, and benches for the Green Street entrance. The current trash cans will be moved to the Race Street porch.

Technology

The Board technology committee meeting scheduled for late July will be postponed until staff have prepared lists of desired functions and features of the automation system in preparation for a possible LINC migration.

There was discussion about hosting a laptop clinic at the library. Beth Scheid will speak with Mike Corn at CITES about the possibility of holding one offsite at The Urbana Free Library.

Finance

It was moved by Barbara Gillespie, seconded by Umesh Thakkar, and passed unanimously that the budget revisions be accepted as presented. The revision redistributed the budgeted materials money, allocating more funds towards audio and video purchases, in response to feedback in the library user survey.

Bill Hobbs at Brown, Hobbs, & McMurray is working on quotes from three companies for the library's insurance. The current policy expires on August 10, which is before the next Board meeting. The Board decided to have Deb proceed with input from the Finance Committee when the quotes arrive and to have the Board pass formal acceptance at the August 11 meeting.

For FY2010, Champaign County is requesting a 6% budget reduction from all departments, including the library. The library Board expressed concern that this budget reduction would lead to a permanent reduction in the County's support of the Archives and directed Deb to continue to request funds for inflationary increases and long-term needs of the Archives. The Board also discussed the impact of County records on Archives storage, which is nearly full.

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

The Foundation's Board officers have changed. Harold Jensen is now president. Wayne Weidner is vice-president, and Shirley Traugott is secretary/treasurer.

Lincoln Trail Libraries System

No report.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Deb reported that the ALA conference in Chicago had many excellent sessions. She has asked staff who attended to write brief conference reports to share.

Deb has been asked by the City to join the annexation committee.

In August and September the Board will review this year's requirements for the Per Capita grant. Deb will review and summarize the documents, indicating any areas of needed improvement or non-compliance.

Associate Director

Kathy reported that she also enjoyed the ALA sessions this year.

Adult Services

John reported that 100 teens have signed up for the summer reading program. Although this is not as many as in years past, the participants this year seem to be reading much more.

Children's Service

Barb reported that at the beginning of July Children's Services has as many children signed up for the summer reading program as they usually have for the entire summer. Parents are continuing to express pleasure at receiving Latte Da! coupons for reading to their children in the Read-to-Me program.

Archives

Anke attended an ADA compliance workshop on audio description because next year's LSTA grants in the digital category will require digital audio description. This requirement will involve the creation of audio cataloging records for individual images for use by the visually impaired. The standards for this are just being developed.

Circulation Services

Dawn reported that circulation is fully staffed after much turnover. The staff vacancies occurred earlier in the summer than usual, but the resulting benefit is that new staff will be more fully trained before the multitude of August outreach events.

Circulation has installed small receipt printers at the desk in order to increase efficiency and reduce errors in processing hold requests.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 8:38 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of July 14, 2009.