

The Urbana Free Library
Board of Trustee Monthly Meeting
August 12, 2008

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, August 12, 2008, in the Archives of The Urbana Free Library, 210 West Green Street, Urbana, Illinois.

AGENDA

- A) Consent Agenda.** (action item)
 - a) Approval of Minutes.** Board meeting of July8, 2008.
 - b) Approval of Payment for Bills:**
 - 1) Bills for July 09, 2008; total \$68,142.34
 - 2) Bills for July 23, 2008; total \$62,618.44
 - 3) Bills for August 6, 2008; total \$61,906.48

- B) Petitions and Communications.**
 - a) Public Comment.**
 - b) Presentations.**

- C) Reports of Committees.** (discussion items unless specifically noted)
 - a) Building and Grounds.**
 - b) Technology.**
 - c) Finance.** Chamberlin Trust
 - d) Policy.** Patron Conduct Policy revision (action item). Computer and Internet Access Policy revision (action item). Circulation Policy revision (action item).
 - e) Education and Training.**
 - f) Long-Range Planning.** Patron survey.

- D) Reports of Liaison Officers.**
 - a) Friends of The Urbana Free Library.**
 - b) The Urbana Free Library Foundation.**
 - c) Lincoln Trail Libraries System.** Uniform circulation rules.

- E) Reports of Administrative Staff.**
 - a) Executive Director, Deb Lissak**
 - b) Associate Director, Kathy Wicks**
 - c) Adult Services, John Dunkelberger**
 - d) Children's Services, Barb Lintner**
 - e) Archives, Anke Voss**
 - f) Circulation Services, Dawn Cassidy**

- F) Unfinished Business.**

- G) New Business.**
 - a) Per Capita reviews.** Ethics and economic interest statements, Facilities – technology impact.

- H) Adjournment**

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, August 12, 2008

Present: Barbara Gillespie, James P. Quisenberry, Beth Scheid, Chris Scherer, Umesh Thakkar, and Jane Williams

Absent: Mary Ellen Farrell, Charlie Smyth, and Lynn Wiley

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

Also present: Beth Chato and Josh Seiter

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on August 12, 2008. The meeting was called to order by the vice-president, Chris Scherer, at 7:35 p.m.

It was moved by Jane Williams, seconded by Barbara Gillespie, and passed unanimously that the consent agenda be approved as mailed.

PETITIONS AND COMMUNICATIONS

Public comment

Josh Seiter attended the meeting on the behalf of the Illinois Policy Institute. He read an appeal asking the library to make an itemization of library expenditures available to the public. It was the consensus of the Board that this request will be fulfilled when the library starts putting the Board packets, including the list of bills, on the website.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

No further report.

Technology

The Technology committee met on Friday, August 8. The committee drafted broad goals for each section of the Technology Plan. During future meetings, the committee will create the

specific objectives to meet those goals. The next meeting is tentatively scheduled for Monday, September 29, 2008.

Deb informed the Board that the library is moving its website hosting from Prairienet, which is no longer providing this function. The library is having difficulty with the move because a Prairienet staff member is listed as the administrative contact.

Finance

Deb Lissak requested Board direction on the donation from the Robert Chamberlin estate. It was the consensus of the Board to set up an unrestricted endowment in the Trust Fund. Chris Scherer knew Robert Chamberlin personally and commented that the family was interested in art and architecture, history, and horticulture. There also was a suggestion to use interest from the endowment to fund programs.

Deb Lissak and Anke Voss met with Deb Busey to discuss the library's FY2009 request for Archives funding from Champaign County. The library requested a continuance of the County \$25,000 appropriation granted in the current budget, with supplemental requests for extra funding to cover inflation and for additional funds to keep the Archives open an hour later on Monday through Saturday.

The library also approached the County about the Archives lack of space. Deb Busey agreed to set up a meeting with Linda Frank's office to discuss long-range planning so that the Archives can continue to accommodate the local storage of important County records. Anke had approached the University of Illinois to ask about storage space, but that request was unsuccessful. There was discussion of continuing to store more heavily used items here, but moving lesser used items to the IRAD site at Illinois State University in Normal.

Policy

Several policies changes were brought to the Board for a vote.

It was moved by James Quisenberry, seconded by Jane Williams, and passed unanimously that the Patron Conduct Policy revisions be approved as presented. The revisions covered adults in the young adult area.

After discussion, it was moved by Beth Scheid, seconded by Barbara Gillespie, and passed unanimously that the Computer and Internet Access Policy revisions be approved as modified. The revisions accommodated changes in features and access for the public computers.

After discussion, it was moved by Jane Williams, seconded by Beth Scheid, and passed unanimously that the Circulation Policy revisions be approved as presented. The revisions covered the new bridge card for young adults.

Education and Training

No further report.

Long-Range Planning

After two mailings of the patron survey, the response rate is approximately 30%, while 50% was the desired response rate. The LRC provided a non-response report to help determine next steps. The report indicates that the existing responses reflect fairly closely the characteristics of our sample database and that we have good response across all income levels. Responses have been less well distributed across all geographic areas, with strong return rates in the census tracts closer to the library, and poorer return rates in the northern census tracts and also in the tracts with most of the university housing and heavy student rental areas. The Board decided to send a third survey mailing in mid-September, asking the LRC to concentrate on the underrepresented census tracts.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The next Friends of the Library book sale will be held August 21-25 in conjunction with the Sweetcorn Festival.

The Urbana Free Library Foundation

No further report.

Lincoln Trail Libraries System

The Polaris demonstration was well attended by Champaign Public Library and The Urbana Free Library staff. Staff felt that Polaris had many good features, although there is always some question as to the difference between what is demonstrated and how the system really works.

Lincoln Trail formed a committee to investigate uniform circulation rules for libraries. While supportive of more uniformity and cooperation with LTLS recommendations, Urbana administrative staff also wish to uphold the Library Board's authority to set policies for Urbana patrons and collection.

On a trial basis, holds on Urbana items are now filled for all requests being picked up at Urbana before being sent as interloan items to be picked up elsewhere in the system. This change facilitates more frequent turnover of materials, faster service for the local patrons, and efficiency in the delivery system. If the LINC Policy Council agrees, the change will be made permanent.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

No further report.

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

None.

NEW BUSINESS

The Board reviewed the Ethics Statement, Statement of Economic Interest, and Chapter IX "Facilities – Implications of Technology" from *Serving Our Public: Standards for Illinois Public Libraries* for the Per Capita filing requirements for this year.

Anke mentioned the need for a humidity and temperature detector in the Tepper building. She also mentioned the need for more signage to help patrons find the library. There was a Board suggestion to investigate banners on the light poles near the library.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of August 12, 2008.