

The Urbana Free Library
Board of Trustee Monthly Meeting
September 9, 2008

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, September 9, 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 August 12, 2008.
 - b) Approval of Payment for Bills:**
 - 1) Bills for August 20, 2008; total \$35,107.18.
 - 2) Bills for September 3, 2008; total \$58,396.94.

- 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.**
 - d) Policy.** 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.**

- 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 Cassady**

- F) Unfinished Business.**
 - a) Per Capita reviews.** Freedom of Information Act, Open Meetings Act.

- G) New Business.**

- H) Adjournment**

**The Urbana Free Library Board of Trustees
Minutes of the Regular Meeting
Held on Tuesday, September 9, 2008**

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, Dawn Cassady, John Dunkelberger, Barbara Lintner, Debra Lissak, Anke Voss, and Kathy Wicks

Also present: Anna Dombrowski, Erica Laughlin, Rick Meyer, and Julie Yen

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on Tuesday, September 9, 2008. The meeting was called to order by the president, Mary Ellen Farrell, at 7:35 p.m.

It was moved by Chris Scherer, seconded by Beth Scheid, and passed unanimously that the consent agenda be approved as mailed.

PETITIONS AND COMMUNICATIONS

Public comment

Four students from the University of Illinois Graduate School of Library and Information Science attended the board meeting as a part of a class requirement.

Umesh Thakkar complimented the library staff on purchasing several books which he had recommended. He had unsuccessfully tried other avenues first and was pleased with the staff's quick response.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

Davis Houk is working on an estimate for commercial dehumidifiers in the Tepper Building. The building had some humidity alarms this summer, and staff are concerned for the Archival items stored in the building.

The Race Street porch repair has been completed. The cost of the repair, which was less than the insurance deductible, had been approved at a prior Board meeting. There ensued a discussion about the dollar amount above which Board approval is required for expenditures. Since the finance policy has not been revised since 1994, it was decided that the finance committee will meet to review / update the policy.

Technology

Charlie Smyth complimented IT Manager Pat Clifford for completing the Internet workstation ghosting so quickly.

There was discussion about the fiber plans for the library, as the City of Urbana makes progress on the fiber path to ICN. The library currently has 1.5 Mps in use on a T-1 line for Horizon and staff use, with another 6.5 Mps allocated to the public computers on the City's microwave wireless. Even when the T-1 traffic can be moved to the fiber, the library will be limited to the 8.0 Mps that is provided as a free subsidy through ICN.

James Quisenberry was thanked for his part in helping the library get control of our domain name from Prairienet.

A technology committee meeting has been set for 11:30 a.m. on Monday, September 29, 2008.

Finance

No further discussion.

Policy

It was moved by Chris Scherer, seconded by Beth Scheid, and passed unanimously that the Bridge Card revision to the Circulation Policy be approved at presented.

Education and Training

The Illinois Library Association Conference this year will be in Chicago at Navy Pier on September 23-26. Due to busy schedules, especially with the upcoming Children's Literature Festival in town, our library has no staff attending this year.

Long-Range Planning

It was the consensus of the Board that the library should do a third patron survey mailing. After discussion about ways to encourage people to return the surveys, it was decided to use

stamped envelopes rather than bulk mail imprinting, to mention the free gift coupon on the envelope, and to reword the cover letter to make it clear that residents from the specific areas were under-represented in our responses. The Board chose to repeat the survey mailings to census tracts 52, 53, 54, and 60, all areas from which we received fewer returns.

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 Lincoln Trail is considering dates in April for the next symposium.

James also reported that Lincoln Trail received positive feed back on the Polaris workshop. Lincoln Trail will wait to see development of the SirsiDynix Symphony product.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

James Quisenberry asked whether staff had seen an increase in library card statistics over the past year. Staff have seen increased card registration mostly as a result of our attendance at off-site events such as the Urbana School District registration and the U of I Quad Day. The survey results will hopefully give us direction as to how to increase patron use of the library. There was discussion about finding a way to have the system notify patrons when their cards are close to expiring.

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

The Board reviewed the "Freedom of Information Act" and the "Open Meetings Act" as a part of the requirements for this year's Per Capita grant. After discussion on the "Freedom of Information Act," it was the consensus of the Board to make required information available on the library's website. After discussion on the "Open Meetings Act," it was the consensus of the Board to store closed session personnel meeting minutes and tapes at the City and closed session property acquisition minutes and tapes at the library.

The Board asked staff to explore an outside firm for the website redevelopment in order to make faster progress. Library staff would continue with the routine site maintenance. It was agreed that careful consideration should go into selecting the correct vendor for the project. The technology committee will devote part of their next meeting to this matter.

NEW BUSINESS

Mary Ellen Farrell handed out the final procedures for director's annual evaluation. The Board will bring the procedures to the meeting on October 14 for a vote.

Deb asked the Board's opinion on closing the library for staff in-service days. After discussion, it was the consensus of the Board that the library should close on President's Day, February 16, 2009, for a staff in-service day.

ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of September 9, 2008.