

**The Urbana Free Library
Board of Trustee Monthly Meeting
November 11, 2008**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, November 11, 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 October 14, 2008.
 - b) **Approval of Payment for Bills:**
 - 1) Bills for October 15, 2008; total \$30,868.46
 - 2) Bills for October 29, 2008; total \$41,946.98

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

- C) Reports of Committees.** (discussion items unless specifically noted)
 - a) **Building and Grounds.** HVAC. Security cameras.
 - b) **Technology.** ZOHO Creator.
 - c) **Finance.**
 - d) **Policy.**
 - e) **Education and Training.**
 - f) **Long-Range Planning.**

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

- 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.**

- G) New Business.**

- H) Adjournment**

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, November 11, 2008

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

Absent: Barbara Gillespie and Beth Scheid

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

Also present: Beth Chato

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on November 11, 2008. The meeting was called to order by the president, Mary Ellen Farrell, at 7:30 p.m.

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

PETITIONS AND COMMUNICATIONS

Public comment

James Quisenberry asked whether anyone had responded to the email complaint from Gem Crystal concerning book donations. John Dunkelberger had sent her a reply.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

There was discussion about purchasing a third DVR unit for the security cameras. The unit would provide expansion room for sixteen additional security cameras. Staff have noted several possible new camera sites including the Race Street porch, the teen area, and the auditorium. The Board will consider this purchase after the December budget revisions.

Anke Voss expressed concern about the humidity level fluctuations in the Archive storage areas both in the library and in the Tepper building. Davis-Houk is already addressing humidity

issues in the Tepper building. Moderating the humidity in the Archives library storage is more problematic because of the size of the building and the difficulty of separating sections of the library. Deb will direct Davis-Houk to propose temperature and humidity solutions for the Archives library storage and for the server room.

Technology

After discussion, it was the consensus of the Board that staff may use ZOHIO Creator to create and file incident reports.

The website scope of work was mailed to nine firms. In addition, an announcement was made on the library's home page.

Finance

The finance committee set a meeting for November 21 to review the finance policy. Deb will send out the current and draft policies so that Board members have a chance to review the proposed revisions before the meeting.

Policy

No further report.

Education and Training

No further report.

Long-Range Planning

The Library Research Center is working on data analysis of our survey responses.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends are preparing for their fall book sale November 20-24.

The Urbana Free Library Foundation

At their October meeting, the Foundation approved \$5,200 in funding for library music concerts this year. The Foundation will not meet again until Tuesday, January 27.

Lincoln Trail Libraries System

At the LINC Policy Council meeting, it appeared less likely that Lincoln Trail will be pursuing the EnvisionWare eCommerce software for the system. Smaller libraries and school libraries were not interested and sorting out payments between the various libraries may be impossible with the current version of the software. Champaign Public Library has purchased but not yet installed eCommerce. Champaign takes credit card payment through Illinois e-pay and PayPal. As a result of the credit card availability at Champaign and their increasing self-service concept, Urbana rarely receives reimbursement for Urbana items paid for at the Champaign Library.

The Urbana Free Library staff are meeting with a representative from Illinois e-pay next week to pursue credit card options. Illinois e-pay can accept fine and fee payments but does not write transactions back to the Horizon accounts, while eCommerce has the ability to record payments directly to Horizon.

After discussion, it was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that staff give the Board a brief report of the incidental costs that are accumulating as a result of Champaign Public Library's self-service, that staff cease reimbursing Champaign Library for money collected until Board reviews the report, and that staff pursue credit card and eCommerce options.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Deb asked the Board's opinion about how to handle a prior leak over the second floor staircase. It was the consensus of the Board to replace the ceiling tiles and to watch the area in future occurrences to discern whether the source is the roof or the HVAC system.

Charlie Smyth asked about the projected date when the library's collection space is filled to capacity. Deb has not run any projections since the building project. The final building plan presupposed that the library would take whatever steps were necessary to have the collection space last for the projected 20-year life of this expansion. Audio and video trends are changing and will have some affect on space needs. Ironically, the concern during the building project was about collection growth, but unfortunately the library is already short on meeting space and patron spaces.

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

None.

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 November 11, 2008.