

**The Urbana Free Library  
Board of Trustee Monthly Meeting  
February 10, 2009**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, February 10, 2009, 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 January 13, 2009
  - b) **Approval of Payment for Bills:**
    - 1) Bills for January 21, 2009; total \$30,504.05
    - 2) Bills for February 4, 2009; total \$45,497.60
  
- B) Petitions and Communications.**
  - a) **Public Comment.**
  - b) **Presentations.** Website redevelopment.
  
- C) Reports of Committees.** (discussion items unless specifically noted)
  - a) **Building and Grounds.** HVAC proposal (action item).
  - b) **Technology.**
  - 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.**
  
- 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.** Circ incidental costs. Historical statistics.
  
- G) New Business.** Board Committee assignments.
  
- H) Adjournment**

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, February 10, 2009**

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

Absent: Beth Scheid

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

Also present: Beth Chato

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on February 10, 2009. The meeting was called to order by the president, Mary Ellen Farrell, at 7:30 p.m.

It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the consent agenda be approved as mailed. There was a question about the Lincoln Trail invoice. Deb explained that Lincoln Trail bills quarterly and that the invoice is figured with a formula which proportions the expenses among the member libraries.

## **PETITIONS AND COMMUNICATIONS**

### ***Public comment***

None.

### ***Presentations***

Matt Barnes and Heather Sinclair presented the website updates to the Board. Matt first demonstrated the problems in the old website and then presented the new development site with solutions and improvements. It was the consensus of the Board to have Board members and staff members offer suggestions first and then move to patron usability testing. The Board suggested installing a link to the development site from the old site to request public comment simultaneous with the usability study.

## REPORTS OF COMMITTEES

### *Building and Grounds*

Deb presented Davis-Houk's energy efficiency HVAC proposal to the Board. The Board requested an estimate of the number of years for payback. It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the library proceed with the proposal for the HVAC upgrades pending final approved by the Building and Grounds Committee after an estimates of savings.

### *Technology*

The Technology Committee met in January and forwarded budget recommendations to the Finance Committee for their review. The next Technology Committee meeting will be in July.

### *Finance*

The Finance Committee will meet prior to the next Board meeting to begin FY2010 budget.

### *Policy*

No report.

### *Education and Training*

Mel reported on the Broadband Access Committee, which is a subcommittee of the CU Cable Commission. As a part of the federal stimulus package, states have the opportunity to put forth proposals to improve broadband infrastructure. Cities can complete grant applications to be included in their state proposal. The Broadband Access Committee has developed a plan called the Bradley Corridor Project. CITES has invited Joanne Hovis, a public interest consultant from Washington D.C., to make a presentation about the federal stimulus project on February 17 at 12:30 p.m. Mel invited the Board and the staff to attend the presentation.

### *Long-Range Planning*

Deb received the survey results late Friday evening. The document is nearly 150 pages long. She will send it electronically to the Board for their review.

## REPORTS OF LIAISON OFFICERS

### *Friends of the Library*

No report.

***The Urbana Free Library Foundation***

The Foundation will begin work on their next donor letter. Deb will approach them about soliciting for the matching requirement of the Gates grant.

***Lincoln Trail Libraries System***

James Quisenberry reported that the Lincoln Trail Board did not meet in January.

The symposium planned for this spring has been canceled for now.

**REPORTS OF ADMINISTRATIVE STAFF**

***Executive Director***

Deb will email the agenda for the staff in-service to the Board.

***Associate Director***

No further report.

***Adult Services***

No further report.

***Children's Services***

No further report.

***Archives***

No further report.

***Circulation Services***

Dawn summarized her report on the incidental effects and costs for our circulation staff that result from the RFID change / self-service promotion at the Champaign Public Library.

**UNFINISHED BUSINESS**

Charlie Smyth asked to have the historical statistics as an Excel file rather than a pdf file. The Board enjoyed seeing the statistics collected thus far and expressed interest in seeing statistics by format. Becky will continue with the historical compilation.

***NEW BUSINESS***

The Board discussed current committee assignments, which are as follows:

Building and Grounds: James Quisenberry and Jane Williams

Education and Training: Mel Farrell and Barb Gillespie

Finance: Mel Farrell, James Quisenberry, Beth Scheid, and Chris Scherer

Friends: Barb Gillespie and Chris Scherer

Lincoln Trail: James Quisenberry

Long-Range Planning: Committee of the Whole

Policy: Umesh Thakkar, Lynn Wiley, and Jane Williams

Technology: James Quisenberry, Beth Scheid, Charlie Smyth, and Lynn Wiley

Foundation: Mel Farrell

***ADJOURNMENT***

The meeting was adjourned at 9:10 p.m.

Becky Brown

Recording Secretary

Supplementary information and department reports are available in the Board packet of February 10, 2009.