

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

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, March 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 February 10, 2009
 - b) **Approval of Payment for Bills:**
 - 1) Bills for February 18, 2009; total \$18,569.22
 - 2) Bills for March 4, 2009; total \$38,647.07

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

- C) Reports of Committees.** (discussion items unless specifically noted)
 - a) **Building and Grounds.** HVAC proposal. Security cameras.
 - b) **Technology.**
 - c) **Finance.** FY2009 Budget revision(action item). FY2010 Budget.
 - d) **Policy.** Interloan and copier fees (action item).
 - 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.**

- G) New Business.**

- H) Adjournment**

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

Present: Mary Ellen Farrell, James P. Quisenberry, Beth Scheid, Chris Scherer,
Lynn Wiley, and Jane Williams

Absent: Barbara Gillespie, Charlie Smyth, and Umesh Thakkar

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on March 10, 2009. The meeting was called to order by the president, Mary Ellen Farrell at 7:35 p.m.

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

PETITIONS AND COMMUNICATIONS

Public Comment

None.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

The Board discussed the payback time on the HVAC energy efficiency proposal. It was the consensus of the Board to proceed with the proposal.

There was discussion about blind spots in and around the building that the security cameras don't cover. It was the consensus of the Board to solicit a quote from Thompson Electronics prior to the next meeting.

Technology

Matt Barnes will finish the major elements of the website redesign within a few more weeks, and a link to the development site will be added for public comment. The new site will include a rotating slide show promoting both events and library news items on the home page. Several students from Mike Twidale's class have expressed interest in helping with the usability study. The next step will be deciding how to pursue content management.

Finance

It was moved by Chris Scherer, seconded by Jane Williams, and passed unanimously to approve the March 2009 budget revisions as mailed.

The Board reviewed the FY2010 budget recommendations forwarded from the finance committee. Deb will meet with the Mayor and comptroller on April 3 to discuss the library request. The Board will pass a final FY2010 budget request at the April 14 Board meeting.

The Board discussed a possible reduction in the video/DVD fine rate and the potential impact on fine revenue. It was moved by James Quisenberry, seconded by Chris Scherer, and passed unanimously to reduce the fine revenue projection in the FY10 budget request by \$10,000 - \$15,000 to allow for a 50% reduction in the video/DVD fine rate.

There was discussion about the new *LJ Index* ratings in relation to budget. Considering that Urbana library exceeded Champaign library in the composite score and in every category except for circulation per capita, the Board discussed whether collection expenditure was a key factor in Urbana residents' use of the Champaign library. Parking availability at Champaign also was considered a key factor.

The library did not receive any of the Gates Grant money. Deb called a consultant at the State Library to inquire about the criteria used for eligibility.

Policy

It was moved by Beth Scheid, seconded by James Quisenberry, and passed unanimously to raise the fee for interlibrary loan on out-of-state items from non-public libraries.

It was moved by James Quisenberry, seconded by Jane Williams, and passed unanimously to lower the charges for copier and printer fees. James inquired about the City's criteria for competitive bidding; Deb will add this to the policy committee agenda.

Mel mentioned that it was time to consider the annual evaluation of the executive director. The policy committee will set up a meeting to begin the process.

Education and Training

No report.

Long-Range Planning

Staff meetings are scheduled on April 7 and April 8 to discuss the library user survey results. Board members are invited to attend the meetings.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

The Foundation approved funding to continue the music concerts. The Foundation is beginning the process for their annual fund raising letter.

Lincoln Trail Libraries System

James reported that outcomes from the Library Systems Standards Committee are viewable on the Web Junction site.

There was discussion about the substantial use of the Champaign library by residents of surrounding communities.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

The Illinois Marathon on April 11 will block the library's parking lot for at least part of the day. The library will be a polling place again on Tuesday, April 7.

Associate Director

No further report.

Adult Services

No further report.

Children's Services

No further report.

Archives

Anke reported that the Ravinia Lincoln Trio will be playing in the library auditorium on Thursday, March 12. Their performance is a part of the Lincoln Bicentennial celebration.

Circulation Services

No further report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

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 March 10, 2009.