

**The Urbana Free Library  
Board of Trustees Monthly Meeting  
April 14, 2009**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, April 14, 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 March 10, 2009
  - b) **Approval of Payment for Bills:**
    - 1) Bills for March 18, 2009; total \$28,862.29
    - 2) Bills for April 1, 2009; total \$46,749.89
  
- B) Petitions and Communications.**
  - a) **Public Comment.**
  - b) **Presentations.**
  
- C) Reports of Committees.** (discussion items unless specifically noted)
  - a) **Building and Grounds.** Security cameras (action item). Outside book returns.
  - b) **Technology.** Content management.
  - c) **Finance.** FY2010 Budget (action item).
  - d) **Policy.** Policy manual table of contents (action item?). Circulation policy (action item). Patron conduct policy (action item). Finance 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.** Reciprocal borrowing.
  
- 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, April 14, 2009**

Present: Mary Ellen Farrell, James P. Quisenberry, Beth Scheid, Chris Scherer, Charlie Smyth, and Umesh Thakkar

Absent: Barbara Gillespie, Lynn Wiley, and Jane Williams

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

Also present: Jan Ison and Joe Sciacca

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on April 14, 2009. The meeting was called to order by the president, Mary Ellen Farrell, at 7:35 p.m.

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

## **PETITIONS AND COMMUNICATIONS**

### ***Public comment***

Umesh Thakkar commented that he had recently met people who had no idea about the functions of a library board. There was discussion about Board members attending the Farmer's Market on the weekends when the library has a table set up. This discussion will be continued at the next meeting.

### ***Presentations***

None.

## **REPORTS OF COMMITTEES**

### ***Building and Grounds***

After discussion, it was moved by Charlie Smyth, seconded by James Quisenberry, and passed with one dissenting vote to accept the entire security camera proposal submitted by Thompson Electronics.

Deb asked the Board their opinion of moving two of the existing outside return bins up the alley towards Cedar Street to see if it would lower them enough to make them more readily accessible to cars. It was the consensus of the Board to not move the return bins at this time.

### *Technology*

Since the City is using Drupal for content management on its website, it was the consensus of the Board that the library talk to the City about sharing Drupal for the library's website. It was the consensus of the Board that the library put out an RFP for module development. Charlie Smyth suggested a meeting with Bill DeJarnette and Brandon Bowersox to discuss what needs to go into the RFP.

### *Finance*

Deb reported to the Board that the City accepted the library's proposed 2009/2010 budget and agreed to increase materials expenditures by 8% rather than 7%. The City recommended that it was not a good time to decrease revenue projections by reducing DVD late fees, given the tight budget expectations over the next few years. It was moved by Chris Scherer, seconded by Beth Scheid, and passed unanimously to approve the 2009/2010 budget as accepted by the City, with a plan to review the reduction of DVD late fees at a later date, particularly after the staff has a better idea how much revenue the credit card machines will generate.

### *Policy*

There was discussion about the organization of the policy manual table of contents. The Board decided that planning documents will be considered independent documents, rather than being incorporated into the policy manual.

It was moved by Charlie Smyth, seconded by Beth Scheid, and passed unanimously that the circulation policy be approved as presented.

It was moved by James Quisenberry, seconded by Chris Scherer, and passed unanimously that the patron conduct policy be approved as presented.

There was discussion about the bidding policy. Deb will make the changes suggested by the Board and will bring the revised policy to the Board for approval next month.

### *Education and Training*

Mel Farrell reported that the C-U Open Access and Broadband Advisory Committee will be hosting public forums to generate ideas for grant proposals based on the stimulus act signed by President Obama in February 2009. The first meeting will be held at the Graduate School of Library and Information Science on April 25. The next two meetings will be held at the two public libraries. The meeting at The Urbana Free Library will be May 9. Mel encouraged staff to consider ideas for the grant proposal.

*Long-Range Planning*

The staff meetings to discuss the patron survey results produced many good suggestions. The most common patron concerns are the lack of parking; the need for more materials, particularly AV items and multiple copies of popular items; and extending hours, particularly Friday evenings.

**REPORTS OF LIAISON OFFICERS**

*Friends of the Library*

No further report.

*The Urbana Free Library Foundation*

No further report.

*Lincoln Trail Libraries System*

The Board discussed reciprocal borrowing issues, which affect both The Urbana Free Library and the Champaign Public Library. Jan Ison and Joe Sciacca shared statistics and some of the difficulties that Champaign Public Library is facing due to overuse from surrounding communities.

**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***

None.

***ADJOURNMENT***

The meeting was adjourned at 9:45 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of April 14, 2009.