

**The Urbana Free Library
Board of Trustees Monthly Meeting
May 12, 2009**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, May 12, 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 April 14, 2009
 - b) **Approval of Payment for Bills:**
 - 1) Bills for April 15, 2009; total \$30,005.95.
 - 2) Bills for April 29, 2009; total \$47,229.64.

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

- C) Reports of Committees.** (discussion items unless specifically noted)
 - a) **Building and Grounds.**
 - b) **Technology.** Development site.
 - c) **Finance.**
 - d) **Policy.** Security camera policy (action item). Finance policy (action item). Loan period discussion.
 - 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.**
 - a) **Opportunities for public to meet with Board**

- G) New Business.**

- H) Adjournment**

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, May 12, 2009**

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

Staff present: Becky Brown, Dawn Cassady, John Dunkelberger, Barbara Lintner, Debra Lissak, and Kathy Wicks

Also present: Several students from an Urbana Adult Education class

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on May 12, 2009. The meeting was called to order by the president, Mary Ellen Farrell, at 7:30 p.m.

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

PETITIONS AND COMMUNICATIONS

Public comment

Umesh Thakkar asked library staff to consider circulating kindles. After some discussion, the topic was set aside for further research.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

Staff did a leaf and grounds clean-up in April. The outside of the building looks much improved.

Technology

After discussion, it was moved by Lynn Wiley, seconded by Umesh Thakkar, and passed with one dissenting vote, to release the development website now and to run the usability testing at

the same time. It was the consensus of the Board that the redeveloped site is already more user-friendly than the current site.

Finance

There was discussion about whether the figures in the City Council budget documents matched the library budget as passed by the Board in April. The bottom line budget is the same in both cases. The difference in the City documents is the inclusion of library staff retirement costs, which are absorbed by the City.

Policy

It was moved by Lynn Wiley, seconded by Jane Williams, and passed unanimously to approve the security camera policy as presented. Deb recounted to the Board the laptop theft a patron experienced last week. Because there was not a camera recording the actual theft, the library asked the police to get a court order before turning over camera video. It was the consensus of the Board that Deb should ask the city attorney to review the security camera policy.

It was moved by Chris Scherer, seconded by Barb Gillespie, and passed unanimously to approve the finance policy as amended.

After discussion, it was moved by Lynn Wiley, seconded by Chris Scherer, and passed unanimously to extend loan periods.

Education and Training

No report.

Long-Range Planning

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends had their highest-ever book sale profit. This was partly due to the sale of many of the 4,000 videos weeded from the library's VHS collection.

The Urbana Free Library Foundation

Deb asked the Foundation to consider purchasing benches and trash cans for the Green Street entrance. Since the meeting did not have a quorum, the vote was postponed until the next meeting.

Lincoln Trail Libraries System

The LINC Policy Committee meeting was postponed this month.

The Horizon upgrade this past month presented some new screens that are more awkward than the previous ones. There was discussion about ways to have more input in future Lincoln Trail migration decisions.

James will no longer be eligible to serve on the Lincoln Trail Board as of October of this year. The Board should nominate a replacement for him.

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

The evaluation committee has received Board and staff input and will tabulate the evaluations. Mel will set up a meeting with Deb for the end of June.

There was discussion of opportunities for Board to meet with the public to help promote the library. Kathy is putting together a list of outreach events that the library will be attending. She will distribute the list to the Board so that they may attend along with staff. .

NEW BUSINESS

Lynn Wiley, Barbara Gillespie, and Jane Williams will be on the nominating committee for Board officers for the upcoming fiscal year.

There was discussion about the Urbana Adult Education students who attended only part of the evening's meeting. Chris Scherer felt that the Urbana Adult Education staff should be notified of the students' behavior.

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 May 12, 2009.