

**The Urbana Free Library
Board of Trustees Monthly Meeting
June 9, 2009**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, June 9, 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 May 12, 2009
 - b) **Approval of Payment for Bills:**
 - 1) Bills for May 13, 2009; total \$26,305.87
 - 2) Bills for May 27, 2009; total \$63,344.57
- B) Petitions and Communications.**
- a) **Public Comment.**
 - b) **Presentations.**
- C) Reports of Committees.** (discussion items unless specifically noted)
- a) **Building and Grounds.** Outdoor signage.
 - b) **Technology.**
 - c) **Finance.** FY2009 budget revision (action item).
 - d) **Policy.** Circulation policy (action item). Security camera policy (action item?).
 - e) **Education and Training.** American Library Association conference.
 - f) **Long-Range Planning.** Parking.
- 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.** Adult Education class assignment.
- G) New Business.** Nominating committee. Director evaluation (closed session).
- H) Adjournment**

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, June 9, 2009**

Present: Mary Ellen Farrell, Barbara Gillespie, Chris Scherer, Charlie Smyth, Umesh Thakkar, and Jane Williams

Absent Beth Scheid, Lynn Wiley, and James P. Quisenberry

Staff present: Becky Brown, Dawn Cassady, John Dunkelberger, Barbara Lintner, Debra Lissak, 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 June 9, 2009. The meeting was called to order by the president, Mary Ellen Farrell, at 7:33 p.m.

It was moved by Chris Scherer, seconded by Barbara Gillespie, 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 signage to help identify the library more clearly. Pictures of channel lighting and reverse channel lighting were included in the Board packets. The Board preferred the bronze lettering with the reverse channel lighting. Deb will pursue quotes on the signs.

The Board discussed the energy efficiency of the original windows on the east side of the building. Deb has begun gathering information for their eventual replacement.

Technology

Charlie expressed concern about using AVG virus protection. He recommended three or four other possibilities.

Charlie emphasized the need for redundancy on routers and switches in the City fiber network so that the library's service is not vulnerable on evenings and weekends when the City IT department is not staffed.

Umesh suggested that the library host a CITES laptop clinic. It was the consensus of the Board that this would be a useful outreach to the community.

There was discussion about the website usability tests and remaining fixes. Umesh suggested that teens also be included in usability tests.

Finance

It was moved by Chris Scherer, seconded by Barbara Gillespie, and passed unanimously that the 2009 budget revisions be approved as presented with adjustments in the travel and training lines.

Policy

It was moved by Charlie Smyth, seconded by Mary Ellen Farrell, and passed unanimously that loan periods in the circulation policy be approved as changed.

After discussion, it was moved by Barbara Gillespie, seconded by Jane Williams, and passed unanimously that the security camera policy be approved as amended.

Education and Training

Mel strongly encouraged Board members to attend ALA in Chicago this year. The library has some funds that may be used for Board members who wish to attend.

Long-Range Planning

In the coming year the City will be working on way-finding signs for parking in the downtown area. Signage for the library lots will be included in this overall plan. In the meantime, the City has placed a new sign at the Green Street parking lot entrance that identifies the lot as library parking rather than municipal parking. There was discussion about vacant Weaver property on the corner of Green and Cedar. The City was successful in regaining the currently rented spaces in the lot west of the Tepper Building. These spaces will be converted to additional metered parking for the library on July 1. The City also will increase all meters in the library block, including Elm Street, to 5-hour meters and reduce enforcement to 8:00 a.m. to 4:00 p.m. Monday through Friday.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends purchased display cubes for the library.

The Urbana Free Library Foundation

The Foundation agreed to purchase benches, trash cans, and planters for the Green Street entrance.

Lincoln Trail Libraries System

No report.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

No further report.

Associate Director

No further report.

Adult Services

John reported that today was his first day back from his vacation to Japan.

Children's Service

Barb reported that so far 480 children have signed up for the summer reading program. The Read-to-Me program has more children signed up this year because a difference in the way the program is being run. Upon completing the program, the Read-to-Me children will receive a free book just like the children who do their own reading, and the person reading to the child also will receive a Latte Da! coupon.

The library is participating in the letter box program (the old-fashioned equivalent of geocaching) with the Urbana Park District. The library will have a box in one of the parks, and our Children's Department is a site for picking up clues to the locations of the letter boxes.

Archives

No further report.

Circulation Services

No further report.

UNFINISHED BUSINESS

Chris would like to extend an invitation to the Urbana Adult Education program to help with orientation for students attending Board meetings for assignments. It was the consensus of the Board to send a letter to Urbana Adult Education offering this possibility.

NEW BUSINESS

It was moved by Umesh Thakkar, seconded by Jane Williams, and passed unanimously that the nominated Board officers be accepted. Board officers will remain the same for the upcoming fiscal year. No one has stepped forward to be nominated for the Lincoln Trail Board. Since the Lincoln Trail Board does not change until October, that discussion will be tabled until more Board members are present.

CLOSED SESSION

It was moved by Charlie Smyth, seconded by Mary Ellen Farrell, and passed by roll call vote that the meeting be moved to closed session to discuss personnel issues.

ADJOURNMENT

The meeting was moved from closed session to open session and adjourned at 9:30 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of June 9, 2009.