

**The Urbana Free Library
Board of Trustees Monthly Meeting
October 13, 2009**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, October 13, 2009, in the conference room of The Urbana Free Library, 210 West Green Street, Urbana, Illinois.

AGENDA

- A) Consent Agenda.** (action item)
 - a) Approval of Minutes.** Board meeting of September 8, 2009
 - b) Approval of Payment for Bills:**
 - 1) Bills for September 16, 2009; total \$34,791.96
 - 2) Bills for September 30, 2009; total \$87,010.50

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

- C) Reports of Committees.** (discussion items unless specifically noted)
 - a) Building and Grounds.**
 - b) Technology.**
 - c) Finance.** Furniture purchase (action item). Furniture disposal (action item).
 - d) Policy.** Hours of Service Policy (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, October 13, 2009**

Present: Mary Ellen Farrell, Barbara Gillespie, Diane Marlin, James P. Quisenberry, Beth Scheid, Chris Scherer, Umesh Thakkar (by phone), and Lynn Wiley

Absent Jane Williams

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

The Urbana Free Library Board of Trustees met in the Satterthwaite Conference Room of The Urbana Free Library on October 13, 2009. The meeting was called to order by the president, Mary Ellen Farrell, at 7:32 p.m.

It was moved by James Quisenberry, seconded by Beth Scheid, 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

No report.

Technology

The WebFeat federated search contract ends on December 1. Staff are reviewing and reorganizing our database offerings to improve their presentation on the website.

The new MyMediaMall download station has been difficult to operate. Mary Towner has been trouble-shooting to find ways to simplify the process.

James Quisenberry had a question about wireless now being accessible in Children's Services. Children's Services has changed philosophy and no longer discourages parents from bringing laptops.

Finance

The City has asked departments to begin exploring reductions for fiscal year 2011 budgets.

It was moved by James Quisenberry, seconded by Barbara Gillespie, and passed unanimously that the library purchase new tables and chairs from KI and Buckstaff. After discussion, it was moved by Barbara Gillespie, seconded by James Quisenberry, and passed unanimously that the library pass several pieces of furniture to a group that is organizing the Main Street after-school, academic enrichment site.

Policy

It was moved by Lynn Wiley, seconded by James Quisenberry and passed unanimously that the Hours of Service policy be accepted as presented.

Education and Training

No report.

Long-Range Planning

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends of the Library have given staff greater freedom in deciding how to spend book sale money, with the stipulation that staff would keep the Friends informed of how the money is used.

The November book sale will be November 19 through November 23. The Friends will be enforcing a no-scanner policy at the sale on Thursday evening.

The Urbana Free Library Foundation

No report.

Lincoln Trail Libraries System

Lincoln Trail has not held the election for their trustees. As a result, James is not yet officially off the Board, and Lynn is not officially on the Board.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Deb will be meeting with Don Owen about ways to promote and fund Tutor.com in the Urbana School District.

Mel complimented Deb on her presentation for the GSLIS Digital Divide series.

Associate Director

No further report.

Adult Services

No further report.

Children's Service

No further report.

Archives

No further report.

Circulation Services

Mel asked for clarification about database access for home schooled children. Dawn assured her that database access is allowed on library cards for home schoolers with Urbana addresses.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of October 13, 2009.