

**The Urbana Free Library  
Board of Trustees Monthly Meeting  
December 8, 2009**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, December 8, 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 November 10, 2009
  - b) Approval of Payment for Bills:**
    - 1) Bills for November 11, 2009; total \$56,987.00
    - 2) Bills for November 25, 2009; total \$34,170.28
  
- 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.** FY2010 budget revision (action item).
  - d) 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.**
  
- 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, December 8, 2009**

Present: Mary Ellen Farrell, Barbara Gillespie, James P. Quisenberry, Beth Scheid, Umesh Thakkar (by phone), Jane Williams, and Lynn Wiley

Absent Diane Marlin and Chris Scherer

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

Also present: Corrie Proksa

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on December 8, 2009. The meeting was called to order by the president, Mary Ellen Farrell, at 7:35 p.m.

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

## **PETITIONS AND COMMUNICATIONS**

### ***Public comment***

Corrie Proksa introduced herself as the new League of Women Voters liaison.

### ***Presentations***

None.

## **REPORTS OF COMMITTEES**

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

Deb spoke with American Dowell about options for toning down the brightness of the canopy sign. Several Board members said they liked the sign the way it is. It was the consensus of the Board to not change the canopy sign.

### ***Technology***

There was discussion about the need for a different method of authentication for the OCLC and Oxford English Dictionary databases. Deb complimented the staff for working hard to get the database entry pages up and running by the time the WebFeat subscription ended.

***Finance***

Deb investigated the cost of modifying the Latte Da! space to add hot food to the menu. The needed changes to the shop would be approximately \$3,000. Lauren Klein is considering marketing promotions to increase business during the slow hours of 6:00 p.m. to 9:00 p.m.

After brief discussion, it was moved by James Quisenberry, seconded by Lynn Wiley, and passed unanimously to accept the FY2010 budget revisions.

There was discussion about the annexation of the Somerset subdivision. Two thirds of the residents have signed annexation petitions at this time.

***Policy***

The policy committee will meet on Monday, December 28, at 4:30 p.m. in the conference room.

***Education and Training***

No report.

***Long-Range Planning***

No report.

**REPORTS OF LIAISON OFFICERS**

***Friends of the Library***

No report.

***The Urbana Free Library Foundation***

No report.

***Lincoln Trail Libraries System***

Acquisitions is still working with Lincoln Trail to find a way to create on-order records without using the Horizon acquisitions module. On-order records to accept hold requests on items before they are received is especially crucial now that Champaign Public Library has changed to a local holds policy for new items.

James Quisenberry has finished his term on the Lincoln Trail Board, and Lynn Wiley has now officially become a member of the LTLS board. With the potential automation migration, it is especially desirable to continue with a presence on the LTLS Board. Deb is on the migration committee. Their goal is to have an RFP written by April and to get input from front-line staff.

## **REPORTS OF ADMINISTRATIVE STAFF**

### *Executive Director*

No further report.

### *Associate Director*

No further report.

### *Adult Services*

No further report.

### *Children's Service*

Barb noted that our Middle East story time was mentioned in a recent Illinois State Library weekly email news under the Cultural Diversity in Action section.

### *Archives*

On November 10, Anke had another meeting with Darrell Hoemann, from the *News-Gazette*. In December, we will receive their remaining print images, which go through 2001 when the *News-Gazette* went to digital images. The library will become the repository for their digital images as well. The *News-Gazette* will provide the library a Mac station to allow access to the images. There was discussion about in-house vs. online access and the need for digital storage.

### *Circulation Services*

No further report.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

None.

## **ADJOURNMENT**

The meeting was adjourned at 8:30 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of December 8, 2009.