

**The Urbana Free Library  
Board of Trustees Monthly Meeting  
October 12, 2010**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, October 12, 2010, in the Archives of The Urbana Free Library, 210 West Green Street, Urbana, IL.

**AGENDA**

- A) Consent Agenda.** (action item)
  - a) Approval of Minutes.** Board meeting of September 14, 2010
  - b) Approval of Payment for Bills:**
    - 1) Bills for September 15, 2010; total \$23,360.00
    - 2) Bills for September 29, 2010; total \$26,673.80
  
- B) Petitions and Communications.**
  - a) Public Comment.**
  - b) Presentations.**
  
- C) Reports of Committees.** (discussion items unless specifically noted)
  - a) Building and Grounds.**
  - b) Technology.** Technology Plan FY2010–FY2012 (action item). Kindle / E-readers.
  - c) Finance.** Revenue.
  - d) Policy.** Board Bylaws (action item). Health coverage waiver and reimbursement (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.** Reciprocal survey.
  
- 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 12, 2010**

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

Staff present: Becky Brown, 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 October 12, 2010. The meeting was called to order by the president, Mary Ellen Farrell, at 7:34 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*

None.

*Presentations*

None.

#### **REPORTS OF COMMITTEES**

*Building and Grounds*

No report.

*Technology*

It was moved by Chris Scherer, seconded by Jane Williams, and passed unanimously to accept the FY2010-FY2012 Technology Plan.

One new objective added to the plan directed staff to explore the possibility of e-readers. The Board expressed various concerns about e-readers. Adult Services staff will address these concerns in their investigation.

Deb recently attended a UC2B meeting and reported that there are many motivated people who are still interested in working together on community technology services even without a Public Computing Center BTOP award.

*Finance*

Deb reviewed with the Board possible options for increased library revenue. The Board directed Deb to readdress the loss of University of Illinois impact aid and to investigate potential late fees increases. The Board reiterated that the purpose of late fees is to encourage the return of library materials and that any evaluation should focus on this purpose and not strictly on revenue enhancement. The Board suggested that consideration of reciprocal fees be delayed while members of LTLS re-evaluate the reciprocal access policy in relation to local imbalances. All other options were considered inadequate sources of revenue. The Board had no objection to soliciting donations for services where appropriate.

*Policy*

It was moved by Jane Williams, seconded by Chris Scherer, and passed unanimously to accept the revised Board Bylaws.

After discussion, it was moved by James Quisenberry, seconded by Diane Marlin, and passed unanimously to begin the new health coverage waiver and reimbursement benefit.

There was discussion about the need to process background checks on volunteers. It was the consensus of the Board that the library could continue volunteer operations without background checks as long as volunteers never work alone with the public, the library conducts reference checks, and volunteers receive basic training rules.

*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*

Mel explained to the Board that she is unable to serve on the Lincoln Trail Board due to a conflict of interest with her job. Jane Williams will consider allowing her name to be added to the nominations.

In light of the recent reciprocal access discussions, Deb asked the Board's opinion on sending an email survey to Urbana patrons about their experiences at The Urbana Free Library and the Champaign Public Library. The Board requested that a draft be brought to the November meeting.

There was discussion about Champaign Public Library's reciprocal borrowing limits that will go into effect on November 1.

**REPORTS OF ADMINISTRATIVE STAFF**

*Executive Director*

No further report.

*Associate Director*

No further report.

*Adult Services*

Given the small applicant pool for the Director of Adult Services vacancy, it was the consensus of the Board to delay the hiring process and to advertise again beginning in mid-January 2011.

*Children's Service*

Lora Fegley has been hired to fill the Director of Children's Service vacancy.

*Archives*

No further report.

*Circulation Services*

No further report.

**UNFINISHED BUSINESS**

During reviews of the Per Capita requirements last month, the Board chose revision of the personnel policies and the Long Range Plan among the goals for next year. The Board requested attention to the personnel policies first. Since this is a large and very outdated document, staff will create an initial draft to bring for Board review. Work will begin after the

new Director of Children’s Services arrives. Ideally, the Director of Adult Services vacancy would be filled prior to work on the Long Range Plan.

**NEW BUSINESS**

None.

**ADJOURNMENT**

The meeting was adjourned at 9:25 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of October 12, 2010.