

**The Urbana Free Library
Board of Trustees Monthly Meeting
November 9, 2010**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, November 9, 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 October 12, 2010
 - b) Approval of Payment for Bills:**
 - 1) Bills for October 13, 2010; total \$58,715.28
 - 2) Bills for October 27, 2010; total \$21,858.16

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

- C) Reports of Committees.** (discussion items unless specifically noted)
 - a) Building and Grounds.**
 - b) Technology.** Automation system.
 - c) Finance.** Late fees.
 - 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.** Reciprocal Access meeting. Urbana reciprocal survey draft.

- 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.** Property (closed session).

- G) New Business.**

- H) Adjournment.**

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, November 9, 2010

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

Absent: Barbara Gillespie and Diane Marlin

Staff present: Becky Brown, Dawn Cassady, Lora Fegley, Debra Lissak, Anke Voss, and Kathy Wicks

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on November 9, 2010. The meeting was called to order by the president, Mary Ellen Farrell, at 7:37 p.m.

It was moved by Beth Scheid, 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

The Board discussed various automation possibilities, including remaining in the LINC automation system as it moves under the auspices of the new Southern System, investigating a joint automation system with Champaign Public Library, or considering a stand-alone system. The Board agreed that Deb and Pat Clifford should meet with Champaign staff to begin exploring a joint automation system. Exploration must include incidental/indirect costs as well as direct costs and any governance issues necessary in an intergovernmental agreement.

Finance

Deb explained to the Board various reports that she is running to gather data for the consideration of an increase in late fees. She has met with circulation staff and also will speak with staff in other public service departments before calling the Board ad hoc late fee committee to review the data.

Chris Scherer commented favorably on the letter that Deb sent to the City asking them to revisit the impact aid with the University of Illinois.

Policy

No report.

Education and Training

No report.

Long-Range Planning

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends are getting ready for the upcoming book sale on November 18-22. Their December meeting will be an informal get-together, and they will not meet again until February 1, 2011.

The Urbana Free Library Foundation

The Foundation will not meet in November or December. Their next meeting will be Tuesday, January 25, 2011.

Lincoln Trail Libraries System

Mel agreed to accompany Deb to an LTLS public library reciprocal access meeting to be held on Wednesday, November 10. It was the consensus of the Board that for reciprocal imbalance they preferred to limit the total number of items or to limit the number of items from specific formats instead of a total restriction on borrowing. They also preferred charging reciprocal patrons a per-item use fee instead of charging them to purchase cards at neighboring libraries.

There was discussion about the survey Deb plans to send to Urbana cardholders. The Board asked to have it sent to them to pre-test whether it will pass spam filters.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Deb provided clarification of oral vs. written staff evaluations that are scheduled for this fall.

Associate Director

No further report.

Adult Services

No further report.

Children's Service

Lora explained various plans in response to James's question about the Children's Department space reorganization.

Archives

No further report.

Circulation Services

No further report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

It was moved by James Quisenberry and passed by roll call vote that the meeting be moved to closed session to discuss property issues.

ADJOURNMENT

The meeting was moved from closed session to open session and adjourned at 9:15 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of November 9, 2010.