

**The Urbana Free Library  
Board of Trustees Monthly Meeting  
December 14, 2010**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, December 14, 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 November 9, 2010
  - b) Approval of Payment for Bills:**
    - 1) Bills for November 10, 2010; total \$27,624.20
    - 2) Bills for November 24, 2010; total \$32,102.04
    - 3) Bills for December 8, 2010; total \$46,344.33
  
- 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. Drupal.
  - c) Finance.** FY2010/2011 Budget revision (action item).
  - d) Policy.** Late Fees. Public Computer Use.
  - 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.** Patron survey.
  
- E) Reports of Administrative Staff.**
  - a) Executive Director, Deb Lissak**
  - b) Associate Director, Kathy Wicks**
  - c) Adult Services Director, vacant (written report supplied by Mary Towner)**
  - d) Children's Services Director, Lora Fegley**
  - e) Archives Director, Anke Voss**
  - f) Circulation Services Director, 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, December 14, 2010**

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

Absent: Jane Williams

Staff present: Becky Brown, Dawn Cassady, Lora Fegley, 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 14, 2010. The meeting was called to order by the president, Mary Ellen Farrell, at 7:35 p.m.

It was moved by Chris Scherer, seconded by Diane Marlin, and passed unanimously that the consent agenda be approved as mailed.

Scott Bennett introduced himself. He will be finishing out Lynn Wiley's term

## **PETITIONS AND COMMUNICATIONS**

### ***Public comment***

None.

### ***Presentations***

None.

## **REPORTS OF COMMITTEES**

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

No report.

### ***Technology***

Champaign Public Library director, Marsha Grove, has arranged for demos with Polaris and SirsiDynix automation vendors, and Urbana staff will attend. The Southern System also is

interested in the Polaris and the SirsiDynix Symphony automation systems. It was the consensus of the Board that staff should continue exploring these various options and include open source software as well. There was discussion about the timeframe for the migration.

After discussion, it was the consensus of the Board that staff should seek a Drupal consultant firm and start changing over the library's website as funding allows. The Board suggested that staff look at other library Drupal sites as a starting point for possible changes.

### *Finance*

After discussion, it was moved by Chris Scherer, seconded by Barbara Gillespie, and passed unanimously to accept the December budget revisions as presented.

### *Policy*

The Board reviewed the discussions and recommendations of the ad-hoc late fee committee (See below). The Board agreed to the late fee increases, suggesting a minimum month notice to the public before implementation. The Board also was amenable to changes in renewals, quantities, and local holds, pending further staff opinion. Deb will revise the Circulation and Interlibrary Loan policy to reflect the recommendations and will bring the policy for approval at the January 11, 2011, meeting.

On Monday, December 13, the ad hoc late fee committee met to review options for potential late fee increases. Chris Scherer and Jane Williams were in attendance, as was Deb Lissak. Mel Farrell was absent. The committee recommended leaving DVD/video/kit formats at 50 cents per day, increasing all other children's materials from 5 cents to 10 cents per day, and increasing all other adult materials from 10 cents to 20 cents per day. The committee also discussed, with no specific recommendation, the possibility of changing the number of renewals and the quantity limits on certain formats, and also the possibility of designating new/best seller materials and entertainment DVDs as "local holds" collections. The committee forwarded its recommendations/discussion to the Board for consideration at the December meeting.

The Board also discussed mitigating the increase in late fees by sending earlier overdue notices. Since many patrons have opted for email notices, the effect on postage costs is unclear. The Board left Circulation free to experiment with this on a trial basis to see whether a change would significantly increase the number and cost of mailed notices.

Staff in Adult Services have been experimenting since August with allowing login on some public computers using only the patron's name rather than the currently required library card number. The experiment has gone very well, and Deb will bring this policy revision for Board approval at the January meeting.

*Education and Training*

No report.

*Long-Range Planning*

No report.

**REPORTS OF LIAISON OFFICERS**

*Friends of the Library*

The Friends of the Library raised \$5,957.29 at the November book sale.

*The Urbana Free Library Foundation*

No report.

*Lincoln Trail Libraries System*

Jan Ison, Director of the Lincoln Trail Libraries System, announced her retirement, effective June 30, 2011. The date coincides with the projected dissolution of the current library systems and the start of a merged southern system

Deb reported that the Urbana's survey, seeking input from Urbana cardholders about their reciprocal use, has had an 18% response rate thus far.

**REPORTS OF ADMINISTRATIVE STAFF**

*Executive Director*

Mel commented that she was pleased to see the creation of the staff Learning Culture Committee.

Deb asked the Board's opinion about Adult Services' interest in removing the remaining selection displays for entertainment videos and for books-on-tape. Use of both collections is dwindling, and the display space could be used for other needs such as highlighting downloadable materials. Title lists are being considered as an alternate selection method. The Board expressed agreement with the change.

*Associate Director*

No further report.

*Adult Services*

No further report.

*Children's Service*

No further report.

*Archives*

The Family History Center located at the local Church of Jesus Christ of Latter-Day Saints provides access to the entire microfilm library of the LDS Family History Library in Salt Lake City. Since the current Center has limited hours and a few remaining volunteers, they and the LDS headquarters have agreed to designate the Archives as the official local affiliate library. Anke has been in discussion with the headquarters, and Deb has signed the contract. Based on the local Family History Center's past statistics, the Archives may reasonably expect about four hundred more patrons per year seeking to borrow LDS microfilm. The Archives' designation as a Family History Center will provide our patrons with access to an enormous amount of microfilm material and with access to the LDS resources as they go online.

*Circulation Services*

No further report.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**CLOSED SESSION**

It was moved by James Quisenberry, seconded by Diane Marlin, 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 December 14, 2010.