

**The Urbana Free Library  
Board of Trustees Monthly Meeting  
June 14, 2011**

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:30 p.m. on Tuesday, May 10, 2011, 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 May 10, 2011
  - b) Approval of Payment for Bills:**
    - 1 Bills for May 11, 2011; total \$41,734.05
    - 2) Bills for May 25, 2011; total \$28,617.94
    - 3) Bills for June 8, 2011; total \$29,226.07
  
- 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 update.
  - c) Finance.** FY2011 budget revision (action item). FY2012 budget update.
  - 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 Director, Anne Phillips (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.**
  
- G) New Business.**
  
- H) Adjournment.**

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, June 14, 2011**

Present: Scott Bennett, Mary Ellen Farrell, Diane Marlin, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Barbara Gillespie and Anh Ha Ho

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on June 14, 2011. The meeting was called to order by the president, Mary Ellen Farrell, at 7:30 p.m.

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

Board members introduced themselves to Anne Phillips, the new Director of Adult Services.

## **PETITIONS AND COMMUNICATIONS**

### *Public comment*

None.

### *Presentations*

None.

## **REPORTS OF COMMITTEES**

### *Building and Grounds*

Jane Williams mentioned that the sign announcing additional parking is not easily visible to patrons looking for parking. Deb suggested that the library have Heather make a sign to place on the end book drop with an arrow showing the direction of the additional parking.

### *Technology*

Four companies responded to the automation RFQ. Champaign and Urbana libraries will rate the RFQs individually. The scoring includes up to forty points for functionality, thirty points for customer satisfaction, and thirty points for price. Prices were quoted for a CU shared system and for separate systems for each library, and each of those three systems also was quoted both as onsite installation and as hosted service. The intergovernmental agreement is in

the process of being written. Deb asked the Board for a special meeting at the end of June to approve an automation vendor and to review a first draft of the intergovernmental agreement. There was discussion about slowing down the migration schedule and paying Lincoln Trail for the third quarter.

*Finance*

After discussion, it was moved by Chris Scherer, seconded by Beth Scheid, and passed unanimously to approve the June 2011 budget revisions as mailed.

Diane Marlin told the Board that although City Council passed the FY 2012 budget, there will be additional revisions.

Deb informed the Board that Lauren Klein plans to close Latte Da! by the middle to end of July.

*Policy*

No report.

*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*

Horizon recently crashed several times within one week, causing a loss of data and a backlog of material to check in.

**REPORTS OF ADMINISTRATIVE STAFF**

*Executive Director*

No further report.

*Associate Director*

No further report.

*Adult Services*

No further report.

*Children's Service*

Chris Scherer commended the Children's Department for the Middle East and Polish programs.

*Archives*

No further report.

*Circulation Services*

No further report.

**UNFINISHED BUSINESS**

Mel Farrell gave the Board the summaries of the Executive Director evaluations. Mel will schedule an evaluation review meeting with Deb.

**NEW BUSINESS**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:47 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of June 14, 2011.