

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, November 8, 2011**

Present: Scott Bennett, Mary Ellen Farrell, 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

Also present: Ken Beth, Carol Binnington, Casey Diana, Larry Jobe, Mike Monson, Barbara Myer, Corrie Proksa, Jenny Putnam, Wayne Weidner, and Wilma White

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on November 8, 2011. The meeting was called to order by the president, Mary Ellen Farrell, at 7:00 p.m.

It was moved by Jane Williams, seconded by Scott Bennett, 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

No report.

Finance

The Board discussed changing salaried staff to a pay-per-hour data entry method for payroll. After discussion, it was moved by Jane Williams, seconded by Beth Scheid, and passed unanimously to move to the pay-per-hour payroll method.

Policy

The Board discussed changes in policies to accommodate the move to Polaris and the changing relationship with LINC libraries. After discussion, it was moved by Scott Bennett, seconded by Beth Scheid, and passed unanimously to accept the revisions to the Circulation and Interlibrary Loan policy as presented. This document may continue to be revised as staff uncover more specifics of Polaris functionality.

Education and Training

No report.

Long-Range Planning

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends are preparing for the November book sale. They will not meet again until either February or March except to tie bows on book bundles for Christmas and Valentine's Day.

The Urbana Free Library Foundation

Joint discussion between the Foundation and the Board of Trustees is reported under new business.

Illinois Heartland Library System

Deb plans to attend the Champaign Public Library Board meeting in November. The Champaign Board is considering their response to the Illinois Heartland Library System's threat of suspension.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

No further report.

Associate Director

No further report.

Adult Services

No further report.

Children's Service

Lora reported that the Children's Department is doing more of its programs with outside groups. They have found many low-cost programs for kids. This allows the Children's librarians to focus on other needs.

Archives

No further report.

Circulation Services

No further report.

UNFINISHED BUSINESS

Deb reported to the Board that the cafe is doing well. The \$1.25 coffee promotion has been well received.

NEW BUSINESS

There was joint discussion between the Board of Trustees and the Foundation Board concerning priorities for the library block. The Foundation is planning to hire a Drupal consultant for the library's website and a fundraising campaign consultant. They are beginning to lay out the focus for the next fundraising campaign and future library expansion.

ADJOURNMENT

The meeting was adjourned at 8:38 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of November 8, 2011.