

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

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

Absent: Anh Ha Ho

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

Also present: Pat Boze and Jane Stoltey

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on February 8, 2011. The meeting was called to order by the president, Mary Ellen Farrell, at 7:32 p.m.

It was moved by Barbara Gillespie, seconded by Beth Scheid, and passed unanimously that the consent agenda be approved as mailed.

PETITIONS AND COMMUNICATIONS

Public Comment

Patron Jane Stoltey asked the Board to purchase a new typewriter to replace the broken ones that cannot be repaired. Since the library is no longer going to offer typewriter service, Barbara Gillespie offered to give Jane a typewriter for her own personal use at home.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

Snow has been the issue for the past several months. The library is still looking for reliable help with snow removal.

Technology

Staff attended Polaris and Symphony demonstrations at the Champaign Public Library and will follow up with site visits to libraries that use these automation products. Deb will attend a meeting of the Southern System automation groups in order to follow the progress of the

Southern System automation migration. There was discussion about the timeline for migration and factors that will be important in the decision.

Finance

No report.

Policy

Notice of the late fee increase has been posted in the library and on the website. It was the consensus of the Board that staff also should email the late fee announcement to borrowers who have used their cards in the past three months.

Education and Training

No report.

Long-Range Planning

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends did not meet in February due to weather.

The Urbana Free Library Foundation

The Foundation voted to continue funding for the music programs. Foundation funds will be used for the UFLive concert series and for cooperation in the UBA Cherry Jam concerts. An individual donor has funded Prairie Breezes for the remainder of this year.

Lincoln Trail Libraries System

Deb sent the Board copies of the LTLS Resource Access Policy draft revisions as well as her responses to the draft policy.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Board members would like to receive current statistics in the Board packets each month, but were not concerned about receiving past statistics that had been omitted in their packets. Statistics are posted on the library's website.

Deb invited Board members to attend the staff in-service day on February 21 and the new art reception for John Dunkelberger and Barbara Lintner on February 10.

Deb reviewed responses to the recent email survey sent to Urbana cardholders. Parking, spaciousness, meeting rooms, collections, and self-checkout were among the reasons that Urbana borrowers use the Champaign library. Suggestions for improvements were very similar to those received in the mail survey that the Library Research Center administered a few years ago.

Associate Director

No further report.

Adult Services

Mel commented that she was enjoying the detail in the Adult Services reports. She is pleased to see how well the staff are doing during the interim without a department head.

Children's Service

No further report.

Archives

No further report.

Circulation Services

No further report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 8:40 p.m.

Becky Brown
Recording Secretary

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