

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.