

**The Urbana Free Library Board of Trustees
Minutes of a Special Meeting
Held on Monday, June 27, 2011**

Present: Scott Bennett, Mary Ellen Farrell, Barbara Gillespie, Anh Ha Ho, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Diane Marlin

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 27, 2011. The meeting was called to order by the president, Mary Ellen Farrell, at 6:30 p.m.

COFFEE SHOP

There was discussion about what options the library has if/when Latte Da! closes. Lauren Klein, the owner, has informed Deb that she will close the middle to end of July due to lack of revenue. The library is trying various promotions to raise sales and hopefully keep the shop open.

AUTOMATION UPDATE

It was the consensus of the Board that the library should negotiate an automation contract with Polaris Library Systems. Both Champaign and Urbana scored Polaris highest among the four RFQ responders. Polaris also offers a software product that may be useful for Local History Online. It was the consensus of the Board that the contract should be three-party agreement between Polaris and both libraries. There was discussion about ways to handle the dissolution of the shared automation system, if that were needed. It was the consensus of the Board that a dissolution plan be written into the contract with Polaris. It also was the consensus of the Board that the library should ask Polaris to negotiate with Illinois Heartland about data extraction from the existing automation system.

Deb presented a draft of the intergovernmental agreement with the Champaign Public Library for the shared automation system. There was discussion about the best way to divide the salary for an IT person or persons to manage the system servers, which will be housed at Champaign. It was the consensus of the Board that Urbana should provide a set amount for Champaign IT staff time invested in the system and that the amount of reimbursement should be revisited annually since the time invested should decrease after the initial set-up year. There was some discussion about how to handle the financial aspects of dissolution, if that became necessary. The Board also felt that any problems not pertaining to the automation system should be handled if and when they occur, rather than being written into the CU intergovernmental agreement.

To allow time for contract development, the Board decided to meet again on July 26, 2011, replacing the regularly scheduled meeting on July 12.

ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of June 27, 2011.