

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, September 13, 2011**

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

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 September 13, 2011. The meeting was called to order by the president, Mary Ellen Farrell, at 7:32 p.m.

It was moved by Beth Scheid, 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***

The City has given approval to the library to place small signs on the parking meters on the library block. The signs will inform patrons of the hours the meters are enforced and serve as a more visible cue of additional library parking.

##### ***Technology***

Representatives from Polaris came to Champaign Urbana for a three day site visit to help staff begin configuration and mapping parameters. Data has been downloaded from SirsiDynix to Polaris. Staff should be able to test the downloaded data in late September or early October.

##### ***Finance***

No report.

### *Policy*

After discussion, it was moved by Scott Bennett, seconded by Diane Marlin, and passed unanimously to pass the collection management policies for the library collection in general and for Adult Services, Archives, and Children's Services.

### *Education and Training*

The Illinois Library Association conference is October 18-20.

### *Long-Range Planning*

No report.

## **REPORTS OF LIAISON OFFICERS**

### *Friends of the Library*

The Friends book sale raised nearly \$7,600. Mel encouraged the Friends to contact Books for Prisoners about leftover books. Barbara commented that the women's county jail also may be interested.

### *The Urbana Free Library Foundation*

The Foundation is meeting on September 27.

### *Illinois Heartland Library System*

The IHLS automation project was rebid under the IHLS name. The continuing process will include scoring of the quotes, vendor demonstrations, and input from member libraries. Pat Boze has been retained as an IHLS employee overseeing the LINC automation system.

## **REPORTS OF ADMINISTRATIVE STAFF**

### *Executive Director*

Students in Martin Wolske's GSLIS class are working on a class project for the library's computer lab. They will review both physical space and network structure.

The auditors were at the library September 8-9.

The Board discussed the City's new policy on aggressive solicitation as it relates to the library's policy concerning soliciting patrons on library property.

### *Associate Director*

No further report.

*Adult Services*

No further report.

*Children's Service*

No further report.

*Archives*

No further report.

*Circulation Services*

No further report.

**UNFINISHED BUSINESS**

Since August is not a good indicator month, the trial period for the coffee shop has not provided sufficient time to evaluate its potential for success. Deb requested additional time and contingency funding. It was moved by Chris Scherer, seconded by Barbara Gillespie and passed unanimously to spend up to \$10,000 from the library fund balance to support the coffee shop, if it is needed during this trial period.

**NEW BUSINESS**

The Board reviewed library revenues as part of this year's Per Capita grant requirement.

**CLOSED SESSION**

After a roll call vote, the Board went into closed session at 8:26 p.m. to discuss personnel issues. They came out of closed session at 8:33 p.m.

**ADJOURNMENT**

The meeting was adjourned at 8:33 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of September 13, 2011.