

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, November 9, 2010**

Present: Mary Ellen Farrell, James P. Quisenberry, Beth Scheid, Chris Scherer, Umesh Thakkar (by phone), and Jane Williams

Absent: Barbara Gillespie and Diane Marlin

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on November 9, 2010. The meeting was called to order by the president, Mary Ellen Farrell, at 7:37 p.m.

It was moved by Beth Scheid, seconded by Jane Williams, 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*

The Board discussed various automation possibilities, including remaining in the LINC automation system as it moves under the auspices of the new Southern System, investigating a joint automation system with Champaign Public Library, or considering a stand-alone system. The Board agreed that Deb and Pat Clifford should meet with Champaign staff to begin exploring a joint automation system. Exploration must include incidental/indirect costs as well as direct costs and any governance issues necessary in an intergovernmental agreement.

*Finance*

Deb explained to the Board various reports that she is running to gather data for the consideration of an increase in late fees. She has met with circulation staff and also will speak with staff in other public service departments before calling the Board ad hoc late fee committee to review the data.

Chris Scherer commented favorably on the letter that Deb sent to the City asking them to revisit the impact aid with the University of Illinois.

*Policy*

No report.

*Education and Training*

No report.

*Long-Range Planning*

No report.

**REPORTS OF LIAISON OFFICERS**

*Friends of the Library*

The Friends are getting ready for the upcoming book sale on November 18-22. Their December meeting will be an informal get-together, and they will not meet again until February 1, 2011.

*The Urbana Free Library Foundation*

The Foundation will not meet in November or December. Their next meeting will be Tuesday, January 25, 2011.

*Lincoln Trail Libraries System*

Mel agreed to accompany Deb to an LTLS public library reciprocal access meeting to be held on Wednesday, November 10. It was the consensus of the Board that for reciprocal imbalance they preferred to limit the total number of items or to limit the number of items from specific formats instead of a total restriction on borrowing. They also preferred charging reciprocal patrons a per-item use fee instead of charging them to purchase cards at neighboring libraries.

There was discussion about the survey Deb plans to send to Urbana cardholders. The Board asked to have it sent to them to pre-test whether it will pass spam filters.

## **REPORTS OF ADMINISTRATIVE STAFF**

### *Executive Director*

Deb provided clarification of oral vs. written staff evaluations that are scheduled for this fall.

### *Associate Director*

No further report.

### *Adult Services*

No further report.

### *Children's Service*

Lora explained various plans in response to James's question about the Children's Department space reorganization.

### *Archives*

No further report.

### *Circulation Services*

No further report.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

None.

## **CLOSED SESSION**

It was moved by James Quisenberry and passed by roll call vote that the meeting be moved to closed session to discuss property issues.

## **ADJOURNMENT**

The meeting was moved from closed session to open session and adjourned at 9:15 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of November 9, 2010.