

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, August 9, 2016**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on August 9, 2016. The meeting was called to order by the president, Chris Scherer, at 7:02 p.m.

OATH OF OFFICE: Anna Merritt administered the Oath of Office to Beth Scheid, who is continuing on the Board for another three year term.

ATTENDANCE

Present: Geoff Bant, Bill Brown, Anna Merritt, Beth Scheid, Chris Scherer, Michael Weissman, and Jane Williams

Absent: Mark Netter

Staff present: Celeste Choate, Lora Fegley, Anke Voss, and Kathy Wicks

Also present: Nathan Alderman, Paul Boland, and Dan Hoch

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

It was moved by Anna Merritt, seconded by Jane Williams, and approved unanimously to remove items 6 and 11.1 from the agenda.

APPROVAL OF THE AGENDA

It was moved by Anna Merritt, seconded by Jane Williams, and passed unanimously to approve the agenda as amended.

PUBLIC COMMENT

None.

PRESENTATIONS

Nathan Alderman and Paul Boland, from Henneman Construction, gave the Board a report on a draft report of the Library's heating and cooling systems. One concern was the 1972 Cleaver Brooks boiler. Although it is still in good working condition, parts are no longer easily available, which causes the potential for a long repair time, if a part gives out. This would cause trouble in the winter. The recommendation is to replace the boiler with two smaller more efficient boilers. There was also discussion about possibly replacing the newer, Patterson Kelley boiler.

The air handler/chiller systems are in good shape. The condensers on the east side of the building were replaced twelve years ago and should go for another seven to ten years. They

estimate that the air handler on the west side of the building should be good for another ten to fifteen years.

Nathan and Paul also made recommendations about ways to provide temperature and humidity control for the Archives using an air handling unit dedicated to that department. Two questions that would need resolution are how to vent it and how to provide a floor drain.

Michael Weissman asked about considering a geothermal system. They answered that consideration would need to be given to the upfront costs of each system, the life cycle costs of each system, and the maintenance needs for each system.

In summary, Paul Boland said that what had been installed were good systems selections for the time and that they have been very well maintained. The main priorities for now are replacing the boiler so that the Library isn't forced into a hasty decision when the boiler fails and the preserving the Archives materials.

Dan Hoch, from Davis-Houk Mechanical, added that one of the immediate concerns is the DDC, direct digital controls, system. The system is outdated and has failed a couple of times in the past couple of years. It is not working correctly or efficiently. Alpha Controls has done work arounds, but the system is losing functionality and needs an upgrade. Dan also suggested considering replacing the Patterson Kelley boiler at the same time as replacing the Cleaver Brooks. It is twelve years old and does not work as efficiently as the condenser boilers that Henneman is recommending. Geoff Bant asked if it would be feasible to stage the purchases over a time rather than do them both at once, and the answer was yes.

After the Henneman consultants left, there was discussion about priorities, estimates versus firm prices, Archives' humidity, and the controller system. Anke Voss commented that the temperature and humidity control are necessary for storage spaces, but not as crucial for the public areas. There was discussion about long term thinking, with Beth commenting that newer technology continues to give off less heat; Chris Scherer commenting that it is time to start looking at the next expansion; and Michael Weissman commenting that the Library can't switch to a whole new system until the air handlers need to be replaced, but that there should be some way of looking at the systems within a rational economic time frame rather than a short term five year perspective. Chris Scherer asked about the projects' time frame, and Anna Merritt asked if the Board would receive more information. Celeste Choate replied that the next step is to ask Henneman what it will cost to do the next step, to replace the boilers, to explore the Archives' system, and to replace the controller system. Henneman has given the Board information about what needs to be done. Now information is needed about the cost to do the work. Beth Scheid was concerned that the Henneman report did not mention the second boiler. She also complimented Administration and Dan Hoch on maintaining the system so well. The Board appreciated Dan Hoch attending the meeting to share his insights on the system. It was the consensus of the Board that further discussion will be needed before any final decisions can be made.

ACTION ITEMS (CONSENT AGENDA)

It was moved by Jane Williams, seconded by Michael Weissman, and passed unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Beth Scheid, seconded by Bill Brown, and passed unanimously to approve the draft Annual Report to City Council per 75 ILCS 5/4-10 as amended.

It was moved by Anna Merritt, seconded by Jane Williams, and passed unanimously to approve the Hours of Service Policy as presented.

It was moved by Anna Merritt, seconded by Jane Williams, and passed unanimously to accept the Memorandum of Understanding with the Friends of The Urbana Free Library.

It was moved by Jane Williams, seconded by Beth Scheid, and passed unanimously to approve the Libraries First invoice for MyMediaMall for \$10,351.

It was moved by Jane Williams, seconded by Michael Weissman, and passed unanimously to approve the OCLC/IHLS invoice for \$13,297.82.

It was moved by Jane Williams, seconded by Bill Brown, and passed unanimously to approve the Cincinnati Insurance invoice for \$30,086.

DISCUSSION ITEMS

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Celeste reported that at the August meeting of the Friends of the Library, they discussed how to look for bed bugs in donated book sale items. Chris Scherer asked that they include in their flyer other ways to join the Friends besides online or at the door on the Friends book sale night.

The Urbana Free Library Foundation

At the last Foundation meeting, new officers were elected and four new members were welcomed, Bruce Hannon, John Palen, Willie Summerville, and Ruth Wyman. The Foundation voted to match the City's contribution towards hiring a Development Professional.

Illinois Heartland Library System

Geoff Bant reported that Illinois State Library received part of the bridge budget that was approved, which will allow funding for some grants. IHLS decided to move one location further south having received a good deal on a location which will work better for deliveries, based on a study done.

ADMINISTRATIVE REPORTS

Lora Fegley reported that the Children's Department delivered Summer Reading Program book logs to various day cares around town, so that kids who might not otherwise participate in the

program would get a chance. So far, they have had three book logs returned and given free books to twelve children. They anticipate more as the summer progresses.

Celeste Choate reported that the monthly statistics for July weren't quite completed yet and would be passed on to the Board when all of the numbers were in.

Celeste asked the Board whether they wanted to approve future Library disaster plans. The Board had reviewed it initially as a Per Capita requirement, but the plan is strictly procedural and not policy. It was the consensus of the Board that they do not need to approve future disaster plans.

Chris Scherer asked what training the staff is receiving about bed bugs. Staff have been given four things to read, which include information on how to identify bed bugs and how to deal with any that may be found. Celeste has spoken with a number of libraries that have had bed bug problems and has accumulated a lot of helpful information. Celeste commented to the Board that the Administrative staff worked together as a team to deal with the situation. The Board felt that it was handled very well.

ADJOURNMENT

The meeting was adjourned at 8:50 p.m.



Becky Brown, Recorder



Elizabeth Scheid, Secretary

Date Approved: 9/13/16

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of August 9, 2016.