

Normal Public Library  
Minutes of the Board of Trustees  
March 27, 2013  
Executive Session: Section 2(c)(5) – Land acquisition – as necessary  
Section 2(c)(1) Personnel  
Section 2(c)(11) Litigation  
Section 2(c)(21): 6-Month Review of Executive Session Minutes

**Members present:** Joan Steinburg, president, Pamela Lewis, Susan Lash, Jess Ray, Herb Reichelt, Charles Sila, Karl Sila (arrived 6:10) and Brian Chase, Library Director: present. Also present John Fischer and Tori Melican.

Ms Steinburg convened the meeting at 6:00 pm.

Mr. C. Sila moved to accept the agenda. Ms Lewis seconded. Motion carried 6-0.

Ms Lewis moved to approve the minutes of the February 27, 2013 meeting as corrected. Mr. C. Sila seconded. Motion passed 6-0.

**President's Report:** Joan Steinburg, commented on the lack of announcements of the April 9 board elections in the local news media.

**1. Monthly Financial Report**

**Revenue:** The February revenues are up 4.88% from last year. **Expenses:** Expenses for the fiscal year should be lower than projected. The library plans to purchase mobile, flexible display carts for improved display of popular materials on the main floor. The library is looking at ways of bringing the computer lab down to the main floor.

**2. Circulation**

February 2013 circulation was down from February 2012 by 5,049 transactions, a decrease of 10%. YTD circulation was up by 1,848 transactions, or 0.3%. Mr. Chase checked with the RSA to see if anything unusual might have affected the statistics, and was told the entire consortium was down 5% in February, and the Peoria North Branch was down 20% for the month.

**3. RFID Transition**

Self-checks continue to see increased use. Staff have tagged and tested multi-disc sets to confirm they will circulate properly via RFID.

**4. Safety Training**

The library is considering training members of the staff in safety preparedness.

**5. HVAC**

Controls on the west half of the building have been replaced. DCEO grant is in process. This grant could cover the entire cost.

**6. NPL Foundation**

The Foundation meeting scheduled for March 20 was canceled, and will be rescheduled for April.

**7. Economic Interest Statements**

The statements were mailed rather than emailed. Board members must complete and return these by April 30, 2013.

**8. Bike Parking**

The library continues working with the Town to develop a plan to provide basic bike parking where the large air conditioning unit was located.

**9. Material Recovery**

Unique Management Service recovered over \$14,000 in materials and payment last month. We recently automated the collections process to optimize its efficiency and effectiveness.

**10. Goals for FY2014**

The library is working towards implementation of our short-term goals. DVD holds are now available.

**11. Cost of Living Adjustment**

On March 18 the Town Council approved a .05% cost of living adjustment.

**12. Review of Minutes**

The required review of executive session minutes is this evening.

**13. Book Sale**

The book sale was highly successful.

**Committee Reports:**

**Finance**

Mr. C. Sila moved that expenditures of \$71,661.11 and two payrolls of \$144,369.08 be paid. Ms Lewis seconded the motion. The motion carried 7-0.

**Personnel**

The Personnel committee will have a meeting to update the form used for the Director Evaluation form and to discuss development of a training program for new Board members.

**Buildings and Grounds**

None

**Policy**

None

**New Business:**

**Cost of Living Adjustment:** Mr. Ray moved that the Library Board approve the cost of living adjustment of .05% to coincide with the Town of Normal pay scale. Mr. Reichelt seconded. The motion passed 7-0.

**Unfinished Business – Library Planning:** Planning was discussed. No additional progress has been made towards land acquisition. The Board is planning to present options at the May 20, 2013 Normal Town Council meeting.

**Executive Session: Section 2(c)(1): Personnel, Section 2(c)(11) Litigation and Section (c)(21) 6-month review of executive session minutes:** At 7:45 p.m. Mr. C. Sila moved to enter into executive session for the purpose **Section 2(c)(1): Personnel, Section 2(c)(11): Litigation and Section (c)(21) 6-month review of executive session minutes.** Mr. K Sila seconded. The motion carried 7-0. The Executive Session ended at 7:58 pm.

The meeting resumed at 7:58.

Mr. C. Sila moved to approve the action taken in the Executive Session. Mr. Reichelt seconded. Motion passed 7-0.

The meeting adjourned at 8:00pm.

The next regularly scheduled meeting will be Wednesday April 24, 2013 at 6 pm.

Respectfully submitted,

Susan Lash  
Secretary