

Normal Public Library
Minutes of the Board of Trustees
March 30, 2011

Members present: Joan Steinburg, President, Amy Christensen (arrived 7:55), Pamela Lewis, Jess Ray, Charles Sila, Susan Lash, Karl Sila and Brian Chase, Library Director. Also present Jeanne Moonan, Tori Melican, Ruth Reeves, Lolita Netter, Kristi Cates and Meghan Listek.

Ms Steinburg convened the meeting at 6:10.

Overview of Teen Services: Kristi Cates, NPL teen librarian, presented to the board, showing slides taken at teen programs. Regular teen programming includes the teen advisory council, the manga anime club, game day, the teen writers workshop and teen craft club. Kristi also organizes outreach services, collection and readers' advisory and the teen summer reading program. Over 553 teens participated in the 2010 summer reading program.

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

Mr. C. Sila move to approve minutes of Feb 23, 2011 meeting as presented. Ms Lewis seconded. Motion carried 6-0.

President's report: The economic interest statement must be returned by May 1. The board appreciates the service of Amy Christensen, whose term is ending. She has contributed greatly and will be missed.

Library Director's Report:

1. Monthly financial report.

Revenue: The February revenues are up 9.3 % from last year. The per capita award letter arrived. The grant is for \$51,697.61. Final revenue projections have been entered for FY2011.

Expenditures: Summer Reader software was purchased for \$1,895. Final expense projections have been entered for FY2011.

2. Parking and Circulation

February 2011 circulation was down from February 2010 by 229 transactions, or 0.5 %. YTD circulation is up 32,836 transactions, or 6.4 %.

3. HVAC Replacement

A staged approach is being considered that would use 95% efficient units and high efficiency AC units for the first floor, and then approach the second floor as a completely separate system.

4. Discovery Room Project

The Discovery Room remodel is expected to be completed prior to the beginning of summer reading. Tiffany Nash is coordinating with local contractors for construction. A Contractor Certification form was distributed.

5. Resource Sharing Alliance / Alliance Library System

The library has received a new RSA contract. The cost for FY2013 is unknown.

6. Space Optimization

The library space deficit continues to limit services, programs, and collections. A budget needs to be determined for optimizing space and replacing carpet.

7. Semi-Annual Cost of Living Adjustment

Town Council recently approved a 0.56% cost of living adjustment effective April 1, 2011.

8. Open Meetings Act: Public Participation

The Town Council has yet to approve their “reasonable rules” for public participation. Once they have done so, their rules will likely serve as a good model for the board’s rules.

9. Foundation

An initial NPL Foundation meeting took place on March 30, 2011 with Steve Mahrt, Corporation Counsel, and Andrew Huhn, Assistant Finance Director. Ms Steinburg and Ms Lewis represented the NPL Board. The process to create a foundation is expected to take from 6 to 9 months. Mr. Chase recommends that the board consider a temporary foundation committee. Discussion followed.

10. RFID transition

Equipment and tags for the first phase of the RFID transition are on site. Installation and training were rescheduled until April 5 (due to Envisionware staff). The gates may be installed earlier in the process, as this would allow us to test the system as we go. The configuration of the gates near the south entrance is quite tricky, due to the proximity of the stairs to the gates.

11. Board Meeting Dates for FY2012

Mr. Chase distributed a list of potential NPL Board meeting dates for FY2012.

12. ebooks / Downloadable music

The library was strongly considering adding additional eBook content that would be available exclusively to Normal Public Library cardholders, but due to circulation limits and costs the library is no longer considering this. Instead, the budgeted funds were used towards the purchase of access to the Freegal downloadable music database, which allows up to three downloads per customer per week for Normal residents. This provides instant access to hundreds of thousands of songs within the Sony Music Entertainment library. The cost is \$7,000.

13. Security

The library security needs have returned to a more reasonable level.

14. Statements of Economic Interest

Statement of Economic Interest forms have been sent to board members.

15. Logo

ISU Design Streak students have submitted a new round of logos. Several of the designs were presented. Discussion followed.

Committee Reports:

Finance

Ms Christensen moved that two payrolls totaling \$136,478.59 and other expenditures of \$92,899.68 be paid. Mr. K. Sila seconded the motion. Discussion followed. The motion carried 7-0.

Personnel

Long term and short term Director goals should be submitted by to Ms Lewis by April 10.

Buildings and Grounds

None.

Policy

None.

Unfinished Business

Needs for appointing a new board member: Because Ms Christensen is leaving the board and there is only one candidate for two openings, the board will need to appoint a replacement for a two year term. Discussion followed.

Library Board Planning, Goal-Setting and Self-Evaluation: The need for remodeling and the needed budget were discussed.

New Business:

1. **Cost of Living Adjustment:** Mr. C Sila moved to adopt the Town of Normal pay schedule with a .056% cost of living increase effective April 1, 2011. Mr. Ray seconded. The motion carried 7-0.
2. **FY2012 Board Meeting Schedule:** Mr. C. Sila moved to adopt the proposed meeting calendar as revised. Mr. K Sila seconded. The motion carried 7-0.
3. **Contractor Certification Form:** Mr. K. Sila moved to adopt the contractor certification form as revised subject to legal review. Ms Lewis seconded. The motion carried 7-0.
4. **Discovery Room Project:** The Discovery Room project and costs were discussed. In light of project time constraints Mr. K. Sila moved that the board waive the formal bidding process for the Children's Discovery room renovations and authorize the library director to enter into contracts as listed: Library furnishings not to exceed \$15,000; general contracting and management not to exceed \$10,000; carpeting and flooring not

to exceed \$6,000; paint and wall treatment not to exceed \$5,000. Ms Christensen seconded. The motion carried 7-0.

5. **Library Branch Option:** Patsy Bowles has suggested a cooperative effort to build a join library branch. Discussion followed.
6. **Board Concerns:** Friends made almost \$8,000 at their recent book sale.
7. **Executive Session 2(c)(5): Land Acquisition and Executive Session 2(c)(21): 6 month review of executive session minutes:** At 9:21 p.m., Mr. C. Sila moved to enter an executive session for the purpose **2(c)(21): 6 month review of executive session minutes and** of Section **2(c)(5): Land Acquisition** with the library director in attendance. Ms. Christensen seconded. The motion carried 7-0. The Executive Session ended at 9:46 p.m.

Meeting resumed at 9:46.

Mr. C. Sila moved to moved to accept the business conducted at the executive session regarding the non-release of the Executive Session minutes Ms Christensen seconded. The motion passed 7-0.

The meeting was adjourned at 9:46pm. The next regularly scheduled meeting will be Wednesday April 27, 2011 at 6pm.

Respectfully submitted,

Susan Lash
Secretary