

Normal Public Library
Minutes of the Board of Trustees
April 24, 2013
Executive Session: Section 2(c)(5) – Land acquisition – as necessary

Members present: Joan Steinburg, president, Pamela Lewis, Susan Lash, Jess Ray, Charles Sila, Dawn Wilson and Brian Chase, Library Director: present. Terry Lindberg: absent. Also present John Fischer and Jeanne Moonan.

Ms Steinburg convened the meeting at 6:00 pm.

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

Ms Lewis moved to approve the minutes of the March 27, 2013 meeting. Mr. Ray seconded. Motion passed 6-0.

President's Report: Charles Sila and Dawn Wilson were sworn in to their positions on the Board. Mr. Lindberg is out of town and will be sworn in later. Ms Steinburg thanked Mr. Karl Sila for his service on the board.

Director's Report:

1. Monthly Financial Report

Revenue: The March revenues are up 4.88% from last year.

Expenses: The library is working to identify some minor changes that will optimize public space on the main floor. State Farm is donating 25 laptops that can be used anywhere in the library, taking up much less room than desktops. The AV return at Target needs to be replaced.

2. Circulation : March 2013 circulation was down from March 2012 by 1,292 transactions, a decrease of 2.5%. YTD circulation was up by 627 transactions, or 0.1%.

3. RFID Transition : Self-checks continue to see increased use. Our self-check software does not currently allow an individual item charge (such as \$1 per DVD), but we are told this should be addressed in the next release. Due to this variable, we are moving forward with tagging CDs next. The library is setting up a system for on-order holds, allowing books that have been ordered but not yet available to be put on hold.

4. HVAC: DCEO grant for the west HVAC controls has been submitted. We hope to receive \$5,775.00, which is 75% of the project cost.

5. NPL Foundation: The Foundation will be meeting tonight, April 24 at 6:30 PM. In the near future an NPL Board member will need to be appointed to serve on the Foundation.

6. Economic Interest Statements: Economic Interest Statements are due April 31, 2013.

7. Bike Parking : The library continues working with the Town to develop an improved plan for bike parking.

8. Goals for FY2014: The library is working towards implementation of our short-term goals. DVD holds are now available. Two of the computers from the upstairs lab have been moved down to the main level. Additional computers will move down soon.

9. RAILS Board: The Reaching Across Illinois Library System is seeking nominations for their board.

- 10. Illinois Public Library Annual Report (IPLAR):** The required IPLAR was distributed to the board for their review and approval.

Committee Reports:

Finance

Mr. Sila moved that expenditures of \$72,049.01 and three payrolls of \$213,368.91 be paid. Ms Lewis seconded the motion. The motion carried 6-0.

Personnel

The Personnel committee met 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:

Election of Officers:

Mr. Sila moved that Joan Steinburg be elected president, Ms. Lewis seconded. Motion carried 6-0.

Ms Lewis moved that Jess Ray be elected vice president. Mr. Sila seconded. Motion carried 6-0.

Ms Lewis moved that Charles Sila be elected treasurer. Mr. Ray seconded. Motion carried 6-0.

Mr. Sila moved that Susan Lash be elected secretary. Ms. Lewis seconded. Motion carried 6-0.

Board Meeting Schedule: Mr. Sila moved to continue having meetings on the last Wednesday of the month at 6pm. Ms Lewis seconded. Motion carried 6-0.

Appointment to NPL Foundation: This action was postponed until May.

Illinois Public Library Annual Report: Mr. Sila moved to accept the report. Ms Lewis seconded. Motion carried 6-0.

Unfinished Business – Library Planning: Planning was discussed.

The meeting adjourned at 6:32 pm.

The next regularly scheduled meeting will be Wednesday May 29, 2013 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary