

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

May 28, 2013

Present: Joan Steinburg, President, Susan Lash, Pamela Lewis, Jess Ray, Terry Lindberg, Charles Sila and Dawn Wilson. Also present, Brian Chase, library director, John Fischer and Tori Melican.

Mr. Lindberg was sworn in prior to the meeting.

Ms. Steinburg convened the meeting at 6:00.

Mr. Sila moved to accept the agenda as presented. Ms Lewis seconded. Motion carried 7-0.

Ms Lewis moved to approve the minutes of the April 24, 2013 meeting as corrected. Mr. Sila seconded. Motion carried 7-0.

President's Report: Committee assignments were distributed.

Director's Report:

1. Monthly Financial Report

Revenue: The April revenues are up 7.6 % from last year. **Expenses:** We anticipate purchasing twenty security cameras in the near future at a cost of approximately \$504 per camera. We purchased 15,000 RFID tags for the CD and DVD collections at a cost of \$9,075. State Farm donated 45 chairs, other office furniture and carpet.

The Young American lot to the North of the library is open for the summer for patron parking.

2. Circulation

April 2013 circulation was up from April 2012 by 550 transactions, an increase of 1.1%.

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. The library is now in the process of RFID tagging our entire CD collection.

4. HVAC

DCEO grant for the west HVAC controls has been submitted. The library hopes to receive \$5,775.00, which is 75% of the project cost.

5. NPL Foundation

The Foundation board met on April 24. They will next meet on July 10 and will consider donor levels, fundraising events, annual campaign, and creating a book sale committee. The Friends are closing their books. Dispersals include \$15,000 to the Foundation and over \$8,000 to the library for various needs including the Summer Reading Program.

It would be helpful for the library board to provide input regarding goals for the Foundation. In the near future an NPL Board member should be appointed to serve on the Foundation. An additional appointment may be necessary. Mr. Chase registered to attend an American Library Association preconference regarding foundations, presented jointly by the Library Leadership

and Management Association and the United for Libraries division, which focuses specifically on the needs of foundations, friends, and trustees. Details of the event:

“Raising \$: Process and People

Friday, June 28, 2013, 9:00 am – 4:00 pm

Raising private funds means working closely with your board, staff and volunteers. Beginners or seasoned veterans, set your fears aside. The day focuses on three components:

- 1. Capital Campaigns: pre-planning, goal setting, creating materials, identifying donors, using volunteers,*
- 2. Creating and Maintaining Effective Relationships: weathering the bumps and repairing relationships,*
- 3. Speed Consulting: in this interactive portion, choose between a number of critical topics*

Participants will also receive a copy of “Beyond the Ask Event” by Terry Axelrod.”

6. Security Cameras

The library sought NPD’s advice on security cameras and determined we would like to add at least twenty cameras at this time.

7. Bike Parking

The library continues working with the Town to develop an improved plan for bike parking. The current plan is to address the north side as soon as possible: remove old fence, install concrete, install new fence to protect AC units and shed, and install bike racks. Any south side improvement will likely wait until next year, unless improvements can be done at minimal cost.

8. Goals for FY2014

The upstairs adult computer lab has been moved to the main floor and decentralized. This has been a great change for the library, and we are able to better facilitate use of the computers. There are still problems finding enough space in the current facility.

9. Insurance Renewal

The library’s property, liability and workers’ comp insurance is on the agenda for board approval. Total cost increased \$62 over last year.

10. Laptop Computer Circulation Policy

The library has updated the Laptop Circulation Policy to make the laptops available to all teens whose parents indicated at registration that the teens have permission to use computers in the library.

11. Non-resident fee

On an annual basis, Illinois libraries must indicate if they will or will not be participating in the non-resident card program, and, if so, what the fee will be for a non-resident card. This fee indicates the cost for an individual who lives in an area not served by public libraries to

purchase a library card at the nearest qualifying library. Payment of this fee would entitle all members of that same household to an account. The general mathematical formula to determine the fee is:

$$\frac{\text{Library income from local property taxes}}{\text{Service population}} = \$ \frac{\quad}{\text{capita}}$$

Then: \$/capita X Average Family Size = Cost of family card

For Normal Public Library:

$$\frac{\$3,441,444}{52,497} = \$65.56 \text{ capita}$$

Average Normal Family Size = 2.45

$$\$65.56 \times 2.45 = \$160.62$$

Assuming the library wishes to continue offering non-resident cards for the coming year, I recommend the cost be set at **\$161.00.**

12. Professional Development

Mr. Chase was asked by the incoming Illinois Library Association President to serve on the ILA Fundraising Committee, and he agreed to do so. He was nominated to serve as the large-library representative on the Resource Sharing Alliance board.

13. Summer Reading begins this week.

14. Terry Lindberg introduced himself to the board.

Committee Reports:

Finance

Mr. Sila moved that expenditures of \$91,528.10 and two payrolls of \$143,810.84 be paid. Ms Lewis seconded the motion. The motion carried 7-0.

Personnel: The new board member orientations took place. Mr. Lindberg and Ms Wilson thought it went well.

Buildings and Grounds: The library is considering putting a fence around the new air conditioning system.

Policy: There is a newly revised laptop policy. The policy was discussed. This is an action item on tonight's agenda.

New Business:

- 1. Insurance Renewal:** Mr. Sila moved to renew our insurance as presented. Ms. Lewis seconded. The motion passed 7-0.
- 2. Laptop Policy:** Mr. Lindberg moved to approve the new laptop policy as presented. Ms. Lewis seconded. The motion passed 7-0.

3. **Nonresident User Fee.** Mr. Sila moved to approve the non-resident user fee as presented in 2013 Annual Ordinance (#2013-1), Authorizing Public Library on-Resident Cards, as revised, at the rate as calculated at \$161. Ms. Lewis seconded. The motion passed 7-0
4. **Appointment to NPL Foundation:** Mr. Sila moved to nominate Terry Lindberg to serve on the Normal Public Library Foundation board for a three year term. Ms Lewis seconded. The motion passed 7-0.
5. **Goals for the NPL Foundation:** Various needs were discussed. The library board recommends that the Foundation establish giving levels, annual fundraising campaigns, plan at least one friend raising event and choose specific projects to fund for the year by August 1, 2013.
6. **Executive Session: Executive Session 2(c)(5): Land Acquisition** At 7:46 p.m., Mr. Ray moved to enter into an executive session for the purpose **Session 2(c)(5): Land Acquisition**. Mr. C Sila seconded. Ms Steinburg requested that Brian Chase, John Fischer and Tori Melican also attend. The motion carried 7-0. The Executive Session ended at 8:32 p.m.

Meeting resumed at 8:32. No action was taken at the executive meeting.

Unfinished Business

Library Board Planning: Rick McCarthy has left Dewberry to pursue other opportunities.

Board Concerns: Mr. Sila requested inclusion of "Weapons Policy" as an action item in anticipation of legislative inaction in response to a Federal Court order.

The meeting was adjourned at 8:33 pm.

The next regularly scheduled meeting will be Wednesday June 26, 2013 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary