

Normal Public Library
Minutes of the Board of Trustees
June 22, 2011
Executive Session: Section 2(c)(5) – Land acquisition – as necessary

Members present: Joan Steinburg, President, Herb Reichelt, Pamela Lewis, Jess Ray, Charles Sila, Susan Lash, Karl Sila (arrived 6:10) and Brian Chase, Library Director. Also present Jeanne Moonan, Tori Melican, Ruth Reeves, Lolita Netter and Meghan Listek.

Ms Steinburg convened the meeting at 6:02.

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

Ms Lewis moved to approve minutes of the May 25, 2011 meeting. Mr. C Sila seconded. Motion carried 6-0.

President's report: None.

Library Director's Report:

1. Monthly financial report.

Revenue: The May revenues are up significantly from this time last year, as we have already received 18% of our budgeted property tax revenue. **Expenditures:** Minor elevator repairs were completed. Insulation will be added around ductwork just under the roof to prevent leaking into the children's workroom. Pending board approval, a van will be purchased. The security camera system software will be upgraded to allow for desktop and remote viewing of all cameras.

2. Parking and Circulation

May 2011 circulation was down from May 2010 by 2,739 transactions. YTD circulation was down 782 transactions.

A new sign was purchased to direct overflow parking to the Fell and Mulberry lot.

3. Discovery Room Project

The library is awaiting delivery and installation of a few millwork items. Once these are installed, carpeting will be completed and the room will be open.

4. Reaching Across Illinois Library System (RAILS)

Elections recently took place for RAILS board.

5. Space Optimization/Master Planning/Conceptual Designs

A meeting with the ad hoc library master planning committee is scheduled for June 23rd.

6. RFID transition

RFID tagging continues to progress. On May 31st the library began using receipts rather than date due cards. The receipts are on-demand, to minimize the use of paper.

7. Public Participation Guidelines

Copies of the NPL Public Participation Guidelines, as approved at the May meeting, were distributed to the board.

8. Logo/Branding

Samples of Rachael's work in branding various library items were distributed to the board.

9. Van

A 2011 Dodge Grand Caravan Express has been reserved for the library via the State purchasing contract. Mr. Chase contacted the local Dodge dealer and requested a quote for a similar vehicle, but was rejected.

10. Web Site

The new web site is up and running! Meghan has worked many hours to create this site, and it looks great.

11. Prevailing Wage Ordinance

The Prevailing Wage Ordinance is on the agenda. Annual approval of prevailing wage rates is required.

Committee Reports:

Finance

Payroll information was not available. Mr. C. Sila moved that expenditures of \$65,567.66 be paid. Ms Lewis seconded the motion. The motion carried 7-0.

Personnel

None

Buildings and Grounds

The new parking signage and the flowers around the library have received compliments.

Policy

The committee met on June 15. Proposed changes to the personnel policy will be presented to the board at the July meeting.

Development

The committee met June 15 and discussed the formation of a foundation. The board discussed the process and timeline.

Tori Melican, children's librarian, presented on the summer reading program. As of June 22 there were over 4,000 children enrolled. On-line registration is going well and has freed up a lot of time for the staff to do other things.

New Business:

1. **Van:** Mr. C. Sila moved to approve the purchase of a van with options as discussed. Mr. K Sila seconded. The motion passed 7-0.
2. **Ordinance Establishing Prevailing Wage Rates:** Mr. C Sila moved that the library adopt the prevailing wage schedule, ordinance no. 2011-1, as provided by the Illinois Department of Labor and dictated by the Illinois legislature. Ms Lewis seconded. Motion passed 5-2.
3. **Board Concerns:** Clarifications of expenditures were made. Air Tran magazine recently featured Bloomington-Normal, mentioning the library.

Unfinished Business

Library Board Planning, Goal-Setting and Self-Evaluation: Planning was discussed. At the meeting of the ad hoc library master planning committee on June 23 the board would like to

learn to what extent the library is a priority to the Town Council and what financing options would be available for future library expansion or relocation.

The meeting was adjourned at 7:56 pm.

The next regularly scheduled meeting will be Wednesday July 27, 2011 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary