

Normal Public Library
Minutes of the Board of Trustees
July 28, 2010

Members present: Joan Steinburg, President, Amy Christensen (arrived 6:04), Susan Lash, Pamela Lewis, Jess Ray, Charles Sila, Karl Sila and Brian Chase (Library Director). Also present were Jeanne Moonan, Meghan Listek, Lolita Netter, Ruth Reeves and Tori Melican.

Ms Steinburg called the meeting to order at 6:00 pm.

Mr. C. Sila moved to approve the agenda as presented. Ms Lewis seconded. The motion passed 6-0

Mr. C. Sila moved to accept the minutes of the meeting of June 30, 2010 as presented. Ms Lewis seconded the motion. The motion carried 7-0.

President's Report: None

Library Administrator's Report:

1. **Monthly financial report:** May revenues were up 3.84% from last year. More than half of our property tax levy has been received.
Expenditures: Several article databases have been renewed. Because prices keep rising, the library is looking at changing vendors.
2. **Parking and Circulation:** June 2010 circulation was an all time high, up from June 2009 by 5,852 transactions or 8.65%. YTD circulation is up 13,365 transactions, or 8.98%.
3. **Strategic Planning Process:** Potential locations for a new library or a branch have been identified.
4. **Intergovernmental Agreement with the Town of Normal:** The Town Council approved the Intergovernmental Agreement at their July 19, 2010 meeting. The agreement is now in effect.
5. **75th Anniversary celebration:** The 75th anniversary celebration will take place on Saturday, September 18th from 1:00 pm to 3:00 pm. Children's author and illustrator Eric Rohmann will be speaking and presenting a program for all ages.
6. **HVAC Replacement:** SEDAC began an audit of the HVAC system. They will return with recommendations.
7. **Self-Service Enhancements:** The library continues to explore ways to add self-service enhancements.
8. **Alliance Library System Service Reductions:** There is no update on the potential ALS merger. Staff continue to explore all options.
9. **Considerations for Budget 2011-2016:** Several issues were discussed in regards to 2011-2016 budgeting. These include delivery costs for interlibrary loan, future purchases and telephone upgrades.
The ILDS currently delivers items at no charge to the library. If this service goes away the cost may run as high as \$6 per item that either the library or the patron will have to cover. Currently 6,000 items come in through the system each year.

System migration costs, RFID/self-service equipment, additional remote book return and a new van are potential costs that would need to be considered for the budget.

10. Per Capita Grant Requirements: The FY 2011 per capita grant application must be approved no later than the September 2010 board meeting. Several requirements require board action.

11. Library Logo: New logo designs were presented and discussed.

Committee Reports:

Finance

Ms Christensen moved that two payrolls totaling \$139,190.66 and other expenditures of \$45,100.54 be paid. Mr. C. Sila seconded the motion. The motion carried 7-0.

Personnel

None

Buildings and Grounds

None

Policy

The Policy Committee met on July 21, 2010 to discuss Community Room policy, Bylaws and Personnel policy.

Unfinished Business

Strategic Planning: Discussion delayed.

New Business:

1. **Board Bylaws:** Mr. Ray moved to accept the bylaws with the following addition to Article 1, Section 1, Paragraph 8: "To appoint a qualified librarian as library director, to fix his/her compensation, to remove such appointees, and to retain professional consultants as needed" and the addition of Article 4, Section 4: "A committee of policy shall consist of three members of the Board and shall make recommendations to the Board regarding policy items." Ms Lewis seconded. The motion carried 7-0.
2. **Community Room Policy:** Ms Christensen moved that the community Room policy be accepted as presented. Ms Lewis seconded. The motion carried 7-0.
3. **Prevailing Wage Ordinance:** Mr. C. Sila moved that the Board amend Ordinance 2010-1, Prevailing Wage Ordinance, as adopted at the June 2010 meeting to remove the revisions proposed at that meeting. Ms Lash seconded. The motion carried 5-2.
4. **Interior Master Plan:** Mr. Ray moved that the library RFQ for an interior master plan. Ms Lewis seconded. Discussion followed. The motion carried 7-0.
5. **Board Concerns:** Interlibrary loan cost allocation options will be discussed at the August 25, 2010 meeting. On September 30, 2010 there will be a joint program with ISU, the Bloomington Public Library and the Normal Public Library featuring author Carlos Eire.
6. **Executive Session Section 2(c)(5) Land Acquisition:** Mr. Ray moved that the Board move into Executive Session Section 2(c)(5) Land Acquisition and invite Mr. Chase, Jeanne Moonan, Ruth Reeves and Tori Melican to attend. Ms Lewis seconded. The motion carried 7-0.

Meeting resumed at 8:43pm.

The meeting was adjourned at 8:43pm. The next regularly scheduled meeting will be Wednesday August 25, 2010 at 6pm.

Respectfully submitted,

Susan Lash
Secretary