Normal Public Library
Minutes of the Board of Trustees
July 30, 2014

Present: Joan Steinburg, President, Susan Lash, Pamela Lewis, Terry Lindberg, Charles Sila (arrived 6:12), Dawn Wilson, Jess Ray. Also present, Brian Chase, library director, John Fischer, Tori Melican and Jeanne Moonan.

Ms Steinburg convened the meeting at 6:00.

Ms Lewis moved to accept the agenda as presented. Mr. Ray seconded. Motion carried 6-0.
Ms Lewis moved to approve the minutes of the June 25, 2014 meeting as presented. Ms Wilson seconded. Motion carried 6-0.
Ms Lash moved that expenditures of $117,346.35 and two payrolls of $144,698.33 be paid. Ms Lewis seconded the motion. The motion carried 6-0.

President's Report: None

1. **Monthly Financial Report**
   Revenue: The June revenues are up 3.93% from last year. **Expenses:** An expenditures report as of July 23rd was distributed to the Board. The west awning was replaced for $294.
2. **Circulation**
   June 2014 circulation was up from June 2013 by 8,642 transactions, an increase of 12.8%. YTD circulation was up 6,762 transactions, an increase of 4.1%.
3. **RFID Transition**
   The sorter is fully functional, and instantly transformed our workflows for the better. Customers very much enjoy using it and seeing it in action.
4. **NPL Foundation**
   The Foundation met on July 17th.
5. **Main Floor Project**
   The carpeting on the stairs between the main floor and second floor was just completed. Public response to the new layout continues to be very positive. The new shelving is scheduled to arrive the week of August 11th. An open house will be scheduled to show off the new changes.
6. **Board Email Addresses**
   Board members were reminded to regularly check their normalpl.org e-mail addresses. Patrons can find each member's e-mail address at the normalpl.org website.
7. **Library Planning Committee**
   The Library Planning Committee met on July 29th.
8. **North Sidewalk**

In late summer or early fall (sometime after Summer Reading) the library will replace the concrete apron at the entrance to the parking lot. At the same time the Town plans to add a sidewalk between the lot entrance and exit.

9. **FY2016-2020 Budget**

    The library is now preparing the budget for FY2016-2020, and reviewing all assumptions for FY2015. The 2015 budget work session will take place on Saturday, January 24th, in the Council Chambers on the fourth floor of Uptown Station. The overview begins at 8:00 AM, followed by the library portion at 8:30 AM. A conference room is reserved for library board planning from 8:30 AM – 3:00 PM.

10. **FY2015 Public Library Per Capita Grant Requirements**

    Mr. Chase distributed copies of the FY2015 Requirements for the Illinois Public Library Per Capita Grant. The board must complete the following as part of the application process:

    - Review and report progress in meeting Chapter 7, "Collection Management and Resource Sharing," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014; The Board discussed ideas for managing the collection.

    - At least one board member must attend an informational webinar or in-person session about The Edge initiative (http://www.libraryedge.org). Ms Lewis plans to attend a meeting.

    - All board members must analyze the library's current budget to determine whether revenues and expenditures are sufficient. Based on information gleaned from the analysis and the library's FY2014 Environmental Scan, describe the library's fiscal climate and needs to serve the community.

      Our FY2014 Environmental Scan:

      "The library's strengths include a supportive board, experienced staff, loyal customer base, high-quality programs and collections, effective and efficient operations, strong relationships throughout the community, and a supportive library Foundation. Weaknesses include a growing space deficit that limits the ability to best serve customers, negative perception of parking and accessibility, and continued architectural compression surrounding the library.

      Opportunities include new and stronger positive relationships with customers, elected officials, local businesses and the philanthropic community, the potential loss of bookstores (which would result in the library increasing its role as a place to browse), the loss of school librarians and/or school libraries (which would elevate the school-related

role of children's librarians), enhanced inclusion for customers with special needs, additional and more varied promotion of library offerings, and the increased ability of staff to optimize emerging technologies and subsequently provide enhanced programs, collections, and services. Threats include declining EAV, increased competition for local funding, local economy, Illinois economy, publishing environment, rising costs of acquisitions, decreasing reading scores at local schools, pension funding, and the ability of staff to keep up with new technologies."

Mr. Chase would like to complete these requirements no later than the August 27th board meeting.

Mike Sebald resigned from the Normal Library Foundation Board. The Library Board discussed the attributes they would prefer in his replacement to best complement the current Foundation Board.

The Planning Committee members - Mr. Chase, Mr. Ray, Mr. Lindberg, Councilmen Kevin McCarthy and Chuck Scott and Mark Peterson - met on July 29. The Library received positive comments about Library leadership from Town officials. Discussion followed on the suggestions from members of the Planning Committee as to the location of a new library facility.

New Business:
FY2016-2020 Budget: The 2016-2020 budget was discussed. Additions to the budget may include: additional repairs to flooring may be needed; changes in the Children's area; and computer upgrades.
FY2015 Public Library Per Capita Grant Requirements: Board members will bring comments to the August meeting.

Unfinished Business: None

The Friends book sale will be September 12-14.

Summer reading totals are up in all areas.

The meeting was adjourned at 8:31 pm.

The next regularly scheduled meeting will be Wednesday August 27, 2014 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary