

Normal Public Library
Minutes of the Board of Trustees
August 25, 2010

Members present: Joan Steinburg, President, Amy Christensen, Susan Lash, Pamela Lewis, Jess Ray, Karl Sila (arrived 6:15) and Brian Chase (Library Director). Absent: Charles Sila. Also present were Jeanne Moonan, Meghan Listek, Lolita Netter, Ruth Reeves and Tori Melican.

Ms Steinburg called the meeting to order at 6:04 pm.

Mr. Ray moved to approve the agenda as presented. Ms Lewis seconded. The motion passed 5-0

Ms Christensen moved to accept the minutes of the meeting of July 28, 2010 as presented. Ms Lewis seconded the motion. The motion carried 5-0.

President's Report: Mr. Chase and Ms Steinburg met with Myra Gordon, director of the Illinois Prairie Community Foundation. She is scheduled to present to the board at the September meeting.

Library Administrator's Report:

1. Monthly financial report:

Revenue: July revenues are up 3.23% from last year.

Expenditures: The library continues to explore the replacement of the public computer management. Additionally, the library is looking at PrinterOn, a software solution that allows patrons to print library printers using their own wireless computers or mobile devices.

2. Parking and Circulation: The library has gained the use of the nine Young America parking spaces attached to the library lot, effective August 12, 2010 until August 12, 2011.

3. Strategic Planning Process: Mr. Chase recommends that the library moves forward with the interior master plan to optimize space. Carpet replacement and other upgrades may be delayed until a new layout design has been decided.

4. 75th Anniversary celebration: The celebration of the 75th Anniversary of the Normal Public Library will take place on Saturday, September 18. Eric Rohmann, artist, writer, ISU alumnus and winner of multiple Caldecott awards, will present a program for all ages. The Friends of the Normal Library have purchased 200 copies of *My Friend Rabbit* to give to children in attendance. Normal mayor Koos will also speak at the event.

5. HVAC Replacement: SEDAC began an audit of the HVAC system on July 28.

6. Self-Service Enhancements: Mr. Chase has been investigating libraries with self-service areas in preparation for developing an RFQ.

7. Alliance Library System Service Reductions: Merger discussions will continue on September 1. A statement from Illinois State Library director, Anne Craig, was distributed.

8. Considerations for Budget 2011-2016: Considerations include paying for delivery for interlibrary loan, future purchases and laptops for checkout. These laptops would be for use inside the library only.

9. **Per Capita Grant Requirements:** The FY 2011 per capital grant application must be approved no later than the September 2010 board meeting. Several requirements require board action. These were discussed.
10. **Semi-Annual Cost of Living Adjustment:** On August 2, 2010, the Town Council approved a 0.93% COLA, effective October 1, 2010.
11. **Credit Card Payment:** The library is now accepting VISA and MasterCard via Epay. Currently, this can only be done in the library, but plans are to make this available on-line.
12. **Carlos Eire Program:** The library will be holding a reception for Carlos Eire, author of *Waiting for Snow in Havana* in the community room at 5 pm on September 30, 2010.
13. **Collection Agency Transition:** The library is considering changing from their current collection agency, which is underperforming, to Unique Management. Unique Management is a library specific collection agency known for their “gentle nudge” approach.
14. **Logo:** New logo designs were distributed.

Committee Reports:

Finance

Ms Christensen moved that two payrolls totaling \$140,392.35 and other expenditures of \$45,828.45 be paid. Mr. K. Sila seconded the motion. The motion carried 6-0.

Personnel

Mr. Chase is attending the ILA conference. He plans to attend a session on the evaluation of library directors. The conference is September 28-30. Board members agreed in July for the Personnel Committee to look at the evaluation process and evaluation forms for efficiencies and improvements. The Personnel Committee plans to meet the first week of October and evaluate the information Mr. Chase is gathering. They will report back at the October board meeting with their recommendations.

Buildings and Grounds

New signs have been put in the parking lot and a banner has been installed promoting the 75th anniversary celebration.

Policy

None

Unfinished Business

Strategic Planning: Discussion continued on the strategic plan. If the main library is to remain in the current location beyond the next ten years, there is a need for addition space for expansion. The library tax levy levels were discussed. The levy had been dropping over the past several years. The board agrees that Ms Steinburg and Mr. Chase meet with the ad hoc master planning committee to discuss future expansion or relocation and funding issues.

New Business:

1. **Cost of Living Adjustment:** Ms. Lewis moved that the Normal Library adopt the Town of Normal COLA increase of 0.93%. Mr. Ray seconded. The motion carried 6-0.
2. **Board Concerns:** September will be a review of executive session minutes. The board will schedule a special meeting to discuss forming a foundation, with the date to be determined.

3. **Executive Session Section 2(c)(5) Land Acquisition:** At 8:56 p.m., Mr. K. Sila moved to enter an executive session for the purpose of Section 2(c)(5) Land Acquisition and invite Mr. Chase and Jeanne Moonan. Ms. Lewis seconded. The motion carried 6-0.

The Executive Session ended at 9:28 p.m.

Meeting resumed at 9:28pm.

The meeting was adjourned at 9:28pm. The next regularly scheduled meeting will be Wednesday September 22, 2010 at 6pm.

Respectfully submitted,

Susan Lash
Secretary