

Normal Public Library
Minutes of the Board of Trustees
Executive Session: Section 2(c)(5) – Land acquisition
Executive Session: Section 2(c)(21) 6-month review of executive session minutes

September 25, 2013

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

Ms Steinburg convened the meeting at 6:00.

Mr. Sila moved to accept the agenda as presented. Mr. Ray seconded. Motion carried 5-0.

Ms Wilson moved to approve the minutes of the July 31, 2013 meeting as corrected. Mr. Sila seconded. Motion carried 5-0.

President's Report: A letter to Ron Ulmer, a library patron present at the meeting, written by Terry Lindberg was read. Mr. Ulmer has presented several ideas for the new library, which the board is considering.

Director's Report:

1. Monthly Financial Report

Revenue: The August revenues are up 4.49% from last year. The FY2013 Per Capita Grant check in the amount of \$53,948.54 arrived on September 17. **Expenses:** Estimates for a fence around the AC units, transformer and shed vary from \$4,680 to \$10,598 and do not include additional enclosure for the dumpster. Three bathroom exhaust fans need to be replaced at an approximate cost of \$750. Exterior lighting could be added on the east side of the building at an approximate cost of \$1,300.

2. Circulation

August 2013 circulation was up from August 2012 by 1,104 transactions, an increase of 2.3%. YTD circulation was up 4,952, an increase of 1.8%.

3. RFID Transition

DVDs are now getting tagged.

4. NPL Foundation

Mr. Chase proposed to the Foundation that they sponsor an appreciation luncheon near the holidays, and that they complete a first annual fund campaign. Progress is being made on both initiatives.

5. Elevator

Mr. Chase is still pursuing alternative solutions for the issue of our main floor west elevator doors sticking intermittently. A second professional opinion should be available soon.

6. FY2014 Illinois Public Library Per Capita Grant Requirements

The completed FY2014 Illinois Public Library Per Capita Grant application was distributed. It must be submitted by October 15, 2013.

7. Budget

Mr. Chase has entered the budget through March 31, 2019 and will meet with Town Budget Committee on October 1. The proposed budget with updates was distributed

8. DVD Fee

Staff input has indicated a desire to keep the DVD fee where it is. Several options were mentioned. Having the fee prevents self-checkout.

9. Personnel Policy

Personnel policy review is complete. The Town is reviewing length of service and retirement awards, which our policy does not currently address.

10. Cost of Living Adjustment (COLA)

On September 3 the Town Council approved a 1.7% cost of living adjustment for all classified Town employees. The library has traditionally used the same salary schedule as the Town.

11. Board Email Addresses

Please remember to regularly check your normalpl.org email addresses. They are now posted on our website. If you need any assistance, please let me know.

12. Executive Session Minutes

The 6-month review of executive session minutes is on the agenda tonight.

13. Letter from Mary Lou

Mary Lou Lawson prepared a letter for the board just prior to her retirement. It was distributed to the board.

14. Additional Seating

A small unit of reference shelving was removed to allow for two additional tables, which the library received free from State Farm. Rick McCarthy and Mr. Chase discussed the space formerly housing the computer lab on the second floor.

15. Bike Parking Area

Parks and Rec staff poured a new concrete pad for bike parking. The library is in discussions with Young America about adding a sidewalk down to their parking lot to allow for easier bike access to the bike parking. Parks and Rec will also add some trees and a bench to this area. A separate pad for the dumpster will be poured in the near future. The dumpster must be enclosed in a wood or masonry fence. Mr. Chase proposes we put in chain link infrastructure with wood panels attached to it for the dumpster enclosure, and use chain link to enclose the AC units, transformer, and shed. Three proposals for the chain link portion have been received.

Committee Reports:

Finance: Mr. Sila moved that expenditures of \$56,590.75 and three payrolls of \$228,307.87 be paid. Ms Lash seconded. Motion passed 5-0.

Personnel: None.

Buildings and Grounds: Mr. Ray commented on how he liked the banners.

Policy: Policy committee is meeting on October 9, 2013.

New Business:

Per Capita Grant Application: Mr. Sila moved to approve the Per Capita Grant application. Ms. Wilson seconded.

DVD Fee: Mr. Ray moved that the library leave the DVD fee as it exists today. Ms. Wilson seconded. Motion carried 5-0.

Fence: Mr. Sila moved to approve expenditure up to \$8,000 for fencing around the area of the air conditioning units. Mr. Ray seconded. Motion carried 5-0.

COLA: Ms. Wilson moved to approve a 1.7 percent COLA to match the town of Normal salary schedule. Mr. Sila seconded. Discussion followed. Motion carried 5-0.

Unfinished business: Library board planning was discussed.

Executive Session: Section 2(c)(5) Land Acquisition and Executive Session and Executive Session: Section 2(c)(21) 6-month Review of Executive Session Minutes: At 7:14 p.m. Mr. Ray moved to enter into executive session for the purpose **Section 2(c)(5) Land Acquisition and Executive Session and Executive Session: Section 2(c)(21) 6-month Review of Executive Session Minutes.** Mr. Sila seconded. The motion carried 5-0. The Executive Session ended at 8:07 pm.

The meeting resumed at 8:08.

Mr. C. Sila moved to approve the action taken in the Executive Session. Ms. Wilson seconded. Motion passed 5-0.

The meeting adjourned at 8:09pm.

The next regularly scheduled meeting will be Wednesday October 30, 2013.

Respectfully submitted,

Susan Lash
Secretary