

**Normal Public Library**  
**Minutes of the Board of Trustees**  
**Executive Session: Section 2(c)(5) – Land acquisition**

October 30, 2013

Present: Joan Steinburg, President, Susan Lash, Charles Sila, Pamela Lewis, Terry Lindberg, Jess Ray (arrived 6:40) and Dawn Wilson. Also present, Brian Chase, library director, John Fischer, Jeanne Moonan, Tori Melican and Meghan Listek.

Ms Steinburg convened the meeting at 6:01.

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

Mr. Sila moved to approve the minutes of the September 25, 2013 meeting as corrected. Ms Lewis seconded. Motion carried 6-0.

President's Report: None

Director's Report:

**1. Monthly Financial Report**

**Revenue:** The September revenues are up 7.04% from last year. **Expenses:** Exterior lighting on the east side has been installed.

**2. Circulation**

September 2013 circulation was up from September 2012 by 2,930 transactions, an increase of 6.5%. YTD circulation was up 5,282, an increase of 1.6%.

**3. RFID Transition**

DVDs continue to get tagged.

**4. NPL Foundation**

The NPL Foundation agreed to sponsor an appreciation luncheon near the holidays, and they will complete a first annual fund campaign. Progress is being made on both initiatives.

**5. Closed Dates for 2014**

A list of closed dates was circulated. These dates are in line with the Personnel Policy.

**6. Main Floor Project**

The library has asked for proposals regarding design of a very basic update for the main floor. One new wall must be constructed for the RFID sorter to include public induction. A budget will need to be determined. The goal is to optimize the space we have without major expense.

**7. Board Email Addresses**

Mr. Chase reminded the board to regularly check the normalpl.org email addresses. They are now posted on the library website.

**8. ILA Meeting**

Mr. Chase, library employees and Ms. Wilson attended the ILA meeting in Chicago.

**9. Committees**

Committee structure was discussed.

**10. Retirement**

Carol Tolone is retiring. This is currently a 30 hour position and will be reviewed.

**Committee Reports:**

**Finance:** Mr. Sila moved that expenditures of \$69,599.78 and two payrolls of \$145,175.98 be paid. Mr. Lindberg seconded. The budget was discussed. Motion passed 7-0.

**Personnel:** None.

**Buildings and Grounds:** The elevator has been fixed.

**Policy:** Policy committee met on October 9, 2013 and reviewed the Library policies.

**New Business:**

**2014 Closed Dates:** Mr. Sila moved to accept the closed dates as presented. Ms Lewis seconded. Discussion followed. The motion passed 7-0.

**Committee Structure:** Mr. Ray suggested that this topic be tabled until the November meeting.

**Main Floor Project:** Proposals for the cost of designing changes to the main floor from StudioGC and Tiffany Nash were distributed. Mr. Lindberg moved to authorize Mr. Chase execute the agreement with product architecture + design to provide professional architectural services for design services for the library. Mr. Ray seconded. The motion passed 7-0.

**Executive Session: Section 2(c)(5) Land Acquisition:** The board decided that an executive session meeting was not needed at this time.

**Unfinished business:**

Library planning discussions continue in an attempt to identify best possible solutions for a new facility.

The meeting adjourned at 7:34 pm.

The next regularly scheduled meeting will be Wednesday November 20, 2013 at 6pm.

Respectfully submitted,

Susan Lash  
Secretary