Normal Public Library
Minutes of the Board of Trustees
November 16, 2010

Members present: Joan Steinberg, President, Pamela Lewis, Jess Ray, Amy Christensen (arrived 6:29). Susan Lash, Charles Sila and Karl Sila, absent. Also present were Brian Chase, Library Director, Jeanne Moonan, Meghan Listek, Tori Melican, Ruth Reeves, and Barbara Findley Stuart.

Ms. Steinburg called the meeting to order at 6:07 p.m.

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

Ms. Lewis moved to accept the minutes of October 27, 2010 as presented. Mr. Ray seconded. The motion passed.

Presentation and a gift of a prepared history by Mrs. Barbara Findley Stuart. Her presentation and report chronicled her experiences as a former Normal Public Library board member and advocate for an expansion of the library.

President's Report: none

Library Directors' Report

1. **Monthly financial report.**
   Revenue: The October revenues are up 5.61 % from last year. The library is still awaiting our FY2010 Per Capita Grant check.

   Expenditures: New printers and a new server have been purchased for the print-release station. These were scheduled replacements and will be paid for out of the replacement fund.

2. **Parking and Circulation**
   October 2010 circulation was up from October 2009 by 1,711 transactions, or 3.8 %. YTD circulation is up 25,930 transactions, or 8.1 %.

3. **Strategic Planning Process**
   Discussion that it would be helpful to assign a value to each variable related to future library development. How do location, cost (including total cost of ownership, sources of funding, potential revenues), service opportunities, timeline, etc. all weigh in? Such definition will help in the event we get offered a less-than-desirable solution with a very good funding mechanism, or a very good solution with a less-than-desirable funding mechanism. A discussion took place on how to give weight to various criteria.

4. **HVAC Replacement**

Director requested authorization to negotiate a contract for replacement of the HVAC system and controls in the 1972 portion of the library facility. The plan is to complete this work no later than April 2011. Solicitation of contractors will be via RFP. Key Town staff indicated they are willing to assist in this process.

5. **PC and Print Management**

The library is scheduled to have the PC and print management software and replaced prior to the end of November. A scanning station should be in place very soon.

6. **Alliance Library System**

Janice Sherman, Director of Morton Public Library, has been named interim Executive Director of ALS. Illinois requires a system director to have an MLS.

7. **Library Fundraiser**

A percentage of purchases made at Barnes and Noble on November 21st – and online November 21st through November 25th – will be used to support our Book Bonanza, which provides books for children who complete the Summer Reading Program. A voucher showing our Book Fair ID (10310761) must be presented at time of purchase.

8. **Contract Cleaning**

RFQ announcement was published in the Normalite on November 4th. Three interested parties picked up the RFQ.

Committee Reports:

Finance

Ms. Christensen moved that two payrolls totaling $200,923.78 and expenditures totaling $35,676.38 be paid. Ms. Lewis seconded the motion. The motion carried 4-0.

Personnel

Ms. Lewis said library director evaluations and 2010 director goals will be emailed to board members Dec. 1. Board members are to email them back to Susan Lash by Jan. 15, and she will compile the results by Feb. 1.

Ms. Lewis asked the director to email board members asking for available dates in February and March for a half-day work session. These meetings will be scheduled annually. Board members, the director and department supervisors will meet to discuss library board planning, goal-setting, and self-evaluation.

Building and Grounds

No report.

Policy
Policy group will be meeting before the December meeting.

Unfinished Business
Strategic Planning - Discussion on what items to include as part of strategic planning and the need for continuation of planning.

Library Board Planning, Goal-Setting and Self-Evaluation - It was decided that a time and place need to be set for additional planning. The library director will gather information on trustees on potential dates for a planning workshop. The months of February and March are targeted for the workshop.

New Business
Barbara Findley Stuart Presentation - Presentation was moved to the beginning of the meeting as a courtesy to our guest.

HVAC Project - Ms Lewis made a motion to authorize the Library Director to negotiate a contract for the replacement of the HVAC system and controls in the 1972 portion of our facility. Ms. Christensen seconded. Motion passed 4-0.

RFID Project - Mr. Ray made a motion to authorize the Library Director to negotiate a contract to optimize the current space of the Library. Ms. Lewis seconded. The motion carried 4-0.

Board Concerns - Board is still considering foundation options and will be exploring options at future meeting. Discussion regarding impact increased circulation has on physical space, staffing, and budget. Physical space is the largest challenge. Not enough space to meet demand. Tuesday, December 7 will be the library holiday potluck.

Suggested Items for Next Agenda
Information on setting up a foundation.