

Normal Public Library
Minutes of the Board of Trustees
December 15, 2010

Members present: Joan Steinburg, Pamela Lewis, Jess Ray, Amy Christensen, Charles Sila, Karl Sila. Susan Lash arrived 6:15. Also present were Brian Chase, Jeanne Moonan, Meghan Listek, and Ruth Reeves.

Ms Steinburg convened the meeting at 6:04.

Pam Lewis moved, Jess Ray seconded to accept the agenda as presented. Motion carried 6-0.

Pam Lewis moved, Charles Sila seconded to approve minutes of Nov 16, 2010 meeting as corrected. Carried 5-0, K Sila abstained.

President's report: The library has received good press in the Pantagraph's letter to the editor section.

Library Administrator's Report:

1. Monthly financial report:

Revenue: November revenues are up 5.75% from last year. The library is still waiting for their FY2010 Per Capita Grant check.

Expenditures: WinU software was purchased as a part of the public computing upgrade. Facilities repairs included several plumbing issues and an elevator repair. Elevator inspection and backflow testing were completed as required.

2. Parking and Circulation: The library has requested that the ramp between the 2nd and 3rd floor of the College Avenue Parking Deck be opened to permit holders. There are more permit holders this year and the top floor is often closed in the winter. November 2010 circulation was up from November 2009 by 3,657 transactions (8.7%). YTD circulation is up 31,298 (8.2%).

3. Strategic Planning Process: Mr. Chase would like to board to assign a value to each variable (including location, cost, service opportunities, time line, etc.) related to future library development.

4. HVAC Replacement: Mr. Chase is working with Town inspections staff and Craig to define the various options for which the library will seek bids to replace the 1972 HVAC system.

5. PC and Print Management: New software for printing and scanning was installed on Dec. 14, 2010.

6. Resource Sharing Alliance: RAS is now seeking not-for-profit status to maintain control of its assets throughout the system merger process.

7. Contract Cleaning: After completing an evaluation of the responses to the cleaning RFQ, staff recommendation is to move forward with ESS for a one-year contract.

8. Budget Work Session: The budget work session will take place on Saturday January 22, 2011 from 9:30 to 9:45 am in the City Hall.

9. **Illinois Library Association Library Trustee Forum 2011 Workshops:** ILA library Trustee Forum 2011 workshops will take place on Saturday, February 26, 2011 in Lisle and on Saturday, March 26, 2011 in Springfield.
10. **Date For NPL Board Planning:** Dates for a NPL Board Planning meeting were proposed.
11. **Open Meetings Act: Public Participation:** Effective January 2, 2011, an opportunity for public participation must be provided at open meetings, including library board meetings. "Reasonable rules" concerning time limits, frequency, relevancy, etc. must be in place. Mr. Chase will work with Steve Mahrt, Town of Normal Corporation Counsel and/or Phil Lenzini to bring a model policy to the board no later than the January 26, 2011 board meeting.
12. **Laptop Checkout Policy:** The library is planning to make laptops available for checkout for use inside the library. A draft laptop checkout policy was distributed to the board.
13. **RFID transition:** The library would like a slightly quicker transition to RFID. Funding would likely come from the replacement fund, specifically that designated for self-checkout.
14. **Computer use for children/teen nonresidents:** Many variables exist in situations when non-resident minors wish to use library computers to access the internet. The library is working to define consistent parameters for providing service to these individuals.
15. **Timeline of overdues/collections process:** Fines will increase next month and the library will begin using a new collection agency, Unique Management. A timeline and sample notices were distributed to the board.

Committee Reports:

Finance

Ms Christensen moved that two payrolls totaling \$135,172.53 and other expenditures of \$42,986.56 be paid. Mr. C. Sila seconded the motion. The motion carried 7-0.

Personnel

Library director evaluations have been distributed to the board. They should be returned by January 15, 2011.

Buildings and Grounds

The library parking lot has been well cleaned during the recent snow and ice. The library was closed Sunday, December 12, 2011 due to the snow and blizzard conditions. There was a leak due to condensation on the 2nd floor.

Policy

Policy committee will be meeting in January 2011.

Unfinished Business

Library Board Planning, Goal-Setting and Self-Evaluation: The board will meet in January 2011 to continue discussion.

New Business:

1. **Cleaning Contract:** ESS was recommended at a cost of \$2,876 per month. Discussion followed. Mr. Ray moved that, after a review of the RFQ process, the library adopt the cleaning contract with ESS as presented. Mr. K Sila seconded. The motion carried 6-0. Mr. C Sila abstained.

2. **Laptop Policy:** The policy was discussed. M. Chase will ask Steve Mahrt to review the policy. Mr K Sila moved that the laptop checkout policy be adopted as revised, subject to legal review. Mr. C. Sila seconded. The motion carried 7-0.
3. **RFID:** Mr. Ray moved that the formal and customary bidding process be waved and that the director purchase the necessary hardware and software and related services to begin the transition to RFID, not to exceed \$20,000. Ms Christensen seconded. The motion carried 7-0.
4. **Board Concerns:** Patrons have requested that the library not require self-check. The library does not intend to do away with staff check-out. A teacher suggested that the children's area have more non-fiction. A patron questioned why there is a \$1 cost to check out DVDs. "Lego my Library" has been very popular. Mr. Chase passed around some library logos designed by ISU students.

The meeting was adjourned at 8:15pm. The next regularly scheduled meeting will be Wednesday January 26, 2011 at 6pm.

Respectfully submitted,

Susan Lash
Secretary