

**Normal Public Library
Minutes of the Board of Trustees
December 18, 2013**

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

Ms Steinburg convened the meeting at 6:00.

Mr. Sila moved to accept the agenda as presented. Ms. Lewis seconded. Motion carried 7-0.

Ms Lash moved to approve the minutes of the November, 2013 meeting as corrected. Ms Lewis seconded. Motion carried 7-0.

President's Report: The luncheon went very well, was well attended and enjoyed by all.

Director's Report:

1. Monthly Financial Report Revenue: The November revenues are up 6.36% from last year.

Expenses: The water heater supplying the east half of the building is leaking and needs replaced. We are working to identify the best solution.

2. Circulation November 2013 circulation was up from November 2012 by 3,842 transactions, an increase of 8.4%. YTD circulation was up 17,282 transactions, an increase of 4.2%.

3. RFID Transition

Approximately 75% (about 9,000) of our DVDs have been tagged.

4. NPL Foundation

The luncheon was a success, and we heard nothing but favorable comments. Printed annual appeal materials are available. We are in the process of developing a simple standalone web presence for the foundation, which will be located at www.nplfoundation.org. Participation in Giving Tuesday was successful.

5. Town Financial Software

The Town is investigating the replacement of their financial software to take place in the next couple of years. Based on transaction history, the library's estimated portion of this cost was projected to be \$30,000 per year. This has since been reduced to \$22,500 per year for both FY 2014-15 and FY2015-16.

6. Main Floor Project

We have completed an initial draft of the main floor changes. A copy is included in this packet.

7. Fence

Van Gundy indicated a fence is not required around the AC units or transformer, and it would not result in any savings on our premium.

8. Promotional Items

We are prepared to move forward with a structured approach to promoting the library through various branded items, including appropriate attire for staff, items available for public purchase, etc. Any input is welcome.

9. 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.

10. Annual Planning

The Town budget review work session will take place at 8:00 AM on Saturday, January 11 in the Council Chambers in Uptown Station. We have a meeting room reserved for board planning that same day. Potential topics include services, facilities, programs, collections, and foundation. 11.

11 Board Bylaws

Board Bylaws are on the agenda for your consideration. Current bylaws were distributed. Communication with the Illinois State Library staff indicated there is no statutory requirement regarding standing committees, and that trustees have the authority to organize as they choose. Previously it was suggested that the standing committees be eliminated from current bylaws, and one of the following statements be added:

- a.) All routine business of the library is discussed and approved by the entire Board at regular or special meetings. When deemed desirable, the Board may direct the appointment of ad hoc committees, which meet for a limited duration to investigate topics of defined scope.
- b.) The President may appoint ad hoc committees for specific purposes as the business of the Board may require from time to time. Each committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
- c.) The Library Board shall function as a committee of the whole, with special assignments being undertaken by individuals or ad hoc committees as deemed appropriate. No committee shall have other than advisory powers unless, by formal action of the Board, it is granted specific power to act. The President shall be an ex-officio member of all committees with full rights.

12. Rules of Conduct

Several proposed changes to the Rules of Conduct were proposed to the board.

Committee Reports:

Finance: Mr. Sila moved that expenditures of \$40,156.54 and two payrolls of \$149,977.53 be paid. Ms. Lewis seconded. Motion passed 7-0.

Personnel: Library director evaluations were distributed for review at the January 29, 2014 executive meeting.

Buildings and Grounds: None.

Policy: None.

New Business:

A) Ms Lewis moved that the board accept the amendment to Article IV of the bylaws to state:

IV The President may appoint Ad Hoc Committees for the specific purposes as the business of the board may require from time to time. The Library Board shall function as a committee of the whole. No committee shall have other than advisory powers unless, by formal action of the Board, it is granted specific power to act. The President shall be an ex-officio member of all committees with full rights.

Each committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Ms Wilson seconded. The motion passed 7-0.

B) Mr. Ray moved that the library adopt the amended Rules of Conduct as revised. Mr. Sila seconded. The motion passed 7-0.

Unfinished business:

Topics to discuss at the January 11, 2014 work session were proposed.

The meeting adjourned at 7:25 pm.

The next regularly scheduled meeting will be Wednesday January 29, 2014 at 6pm.

Respectfully submitted,

Susan Lash
Secretary