

Normal Public Library
Minutes of the Board of Trustees
August 31, 2011
Executive Session: Section 2(c)(5) – Land acquisition – as necessary

Members present: Joan Steinburg, President, Pamela Lewis, Jess Ray, Charles Sila, Susan Lash, Karl Sila and Brian Chase, Library Director. Absent: Herb Reichelt. Also present Jeanne Moonan, Tori Melican, Ruth Reeves and Lolita Netter.

Ms Steinburg convened the meeting at 6:00.

Mr. C Sila moved to accept the agenda. Mr. K Sila seconded. Motion carried 6-0.

Mr. C Sila moved to approve minutes of the July 27, 2011 meeting. Mr. K Sila seconded. Motion carried 6-0.

President's report: Ms Steinburg requested statistics as to the number of participants in the Summer Reading program. Tori explained that this was a record breaking year for the number of participants. A smaller percentage of ARKS participants finished, but the number of participants that finished far outnumbered last year because of the large increase in this year's participants. The Friends of the NPL along with local contributions provided the prizes for the program.

Library Director's Report:

1. Monthly financial report.

Revenue: The July revenues are up 9.31 % from this time last year. The new collections process is working well. **Expenditures:** The ice machine was replaced at a cost of \$2,425.00. Chair glides were replaced on 100 of the Community Room chairs. A new drive-up dual return and two new remote returns have been ordered at a cost of \$12,999. A key cabinet was installed in the circulation workroom. The security camera system may have to be upgraded in the near future.

2. Parking and Circulation

July 2011 circulation was down from July 2010 by 2,320 transactions, or 3.8%. YTD circulation was down 5,901 transactions, or 2.6%.

Library customers no longer have use of the Young America lot on Fell and Mulberry, though the library does still retain use of the nine spaces attached to our lot.

3. Discovery Room Project

The Crooked House is in. The grand re-opening of the Discovery Room is set for Saturday, September 10th, from 10:00 AM – 12:00 PM.

4. Space Optimization/Master Planning/Conceptual Designs

The 2008 assessments could be updated for an approximate cost of \$5,200.00.

5. RFID transition

RFID tagging continues to progress.

6. Per Capita Grant Requirements

To meet the application requirements for the FY2012 Illinois Per Capita Grant, the board must discuss and provide input to the following:

Legal Compliance: "As per the requirements, the library administration and board of trustees must review chapter 2, "Governance and Administration," of the most recent edition of Standards for Illinois Public Libraries (included in this packet). Provide the date(s) of review and provide a short narrative discussing the library's progress towards meeting the standards, including any changes made as a result of this review."

Collaboration and Cooperation: "Determine how the library can inspire a stronger community through collaboration and cooperation. Identify partnerships the library has formed or will consider forming within the community. Explain in a short narrative and provide a list of the community partners."

Library's Promotion and Programming: "How has funding from the Illinois Public Library Per Capita and Equalization Aid Grants Program enabled the library to initiate or enhance library services? Explain in a short narrative."

Trustees: "Has the library board analyzed the library's revenues in the last three years to determine if those monies are sufficient to meet the needs of the community? If the revenues were found to be insufficient, has the board of trustees investigated and identified potential funding sources? Please identify the potential funding sources."

7. Normal Public Library Foundation

The Articles of Incorporation for the Normal Public Library Foundation were approved by the Secretary of State's office on August 9th, 2011. The Development Committee met on August 24th to discuss appointments, 501(c)(3) status, and by-laws for the NPL Foundation. Steve Mahrt confirmed that the NPL Board may begin appointing NPL Foundation members. Copies of the Attachment to Articles of Incorporation and the By-Laws were distributed to the board.

8. Rules of Conduct

Staff have asked that we add some language to the Rules of Conduct for Library Users Policy to more clearly direct the accountability of parents/guardians/caregivers in actively supervising their children. A copy of the policy was distributed to the board.

9. Personnel Policy

The Personnel Policy has been revised to more closely reflect the language of the Town policy, and restructured to better meet our needs. The Town is scheduled to take a revised Personnel Policy to the Town Council in September. A copy of the current draft of our revised policy was distributed to the board.

10. **Budget**

Mr Chase will enter the FY2012/13 budget into the Town system on September 12th, and would like to meet with the Budget Committee prior to then. A draft budget was presented. Some significant questions to answer in the very near future:

-Is there a desire to make any significant facilities changes to our current site prior to March 31, 2013? If so, how will they be funded, and when will those funds need to be available?
(Potential project for NPL Foundation)

-If the board wishes to purchase land, how will it be funded, and when will those funds need to be available?

-If professional services are required as part of the planning/design process, how will they be funded, and when will those funds need to be available?

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$100,279.87 and two payrolls of \$148,909.32 be paid. Mr. K Sila seconded the motion. The motion carried 6-0.

Personnel

None

Buildings and Grounds

None

Policy

The Policy committee met on August 24, 2011 to discuss Personnel policy, a copy of which was distributed to the board. Once personnel policy is finalized, it will be reviewed by attorney Phil Lenzini.

Development

The Development committee met August 24, 2011 to discuss the Foundation. The by-laws were discussed.

New Business:

1. **Per Capita Grant Requirements:** The Board discussed the Governance and Administration Standards to verify that the library is following the standards and is compliant.
2. **Rules of Conduct:** Mr. Ray moved that the board accept the rules of conduct as revised. Ms Lewis seconded. Motion passed 6-0.
3. **Normal Public Library Foundation By-Laws:** The by-laws were discussed. Mr. C. Sila moved that as to a questioned conflict between the Foundation by-laws and articles of incorporation, the town attorney has advised there is no legal conflict and the documents should remain unchanged the by-laws should be accepted as presented. Ms Lewis seconded. The motion passed 6-0.

4. **Normal Public Library Foundation Appointments:** Mr. Ray moved that the first three appointments to the NPL Foundation be the members of the Board serving on the Development committee: Herb Reichelt, Pam Lewis and Jess Ray. Terms to be determined by the Foundation. Ms Lewis seconded. The motion passed 6-0.
5. **Architectural Services:** Mr. Ray moved that the Library enter into an agreement with PSA Dewberry, Inc., to review and update the existing facility and needs assessment reports for a sum not to exceed \$6,000. Mr. C. Sila seconded. The motion passed 6-0.
6. **Tentative Budget:** A draft of the 2011-2017 budget request was distributed and discussed. Mr. Ray moved that the Board authorize the finance committee to make the final review and enter the budget into the Town accounting system. Mr. C. Sila seconded. Discussion followed. The motion passed 6-0.
7. **Personnel Policy:** A draft of the personnel code was distributed and discussed.
8. **Board Concerns:** The 2009 capital needs assessment survey was updated. A Presidential Scholar from ISU contacted the library about connecting the public and the library through music.

Unfinished Business: Library Board Planning, Goal Setting and Self-Evaluation were discussed.

The meeting was adjourned at 8:28 pm.

The next regularly scheduled meeting will be Wednesday September 28, 2011 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary