

Normal Public Library  
Minutes of the Board of Trustees  
October 26, 2011  
Executive Session: Section 2(c)(5) – Land acquisition – as necessary

**Members present:** Joan Steinburg, President, Pamela Lewis (arrived 6:07), Jess Ray (left 7:30), Charles Sila, Susan Lash, Karl Sila (arrived 6:10), Herb Reichelt (arrived 6:45) and Brian Chase, Library Director. Also present Jeanne Moonan and Ruth Reeves.

Ms. Steinburg convened the meeting at 6:04.

Mr. C Sila moved to accept the agenda. Mr. Ray seconded. Motion carried 4-0.

Mr. Ray moved to approve minutes of the September 28, 2011 meeting as presented. Ms. Lash seconded. Motion carried 4-0.

**President's report:** Ms Steinburg discussed the board visiting the Urbana, Champaign and Bloomington Public Libraries on November 5, 2011. The January 2012 meeting will be moved to the 18<sup>th</sup>.

**Library Director's Report:**

**1. Monthly financial report.**

**Revenue:** The September revenues are up 9.21 % from this time last year. **Expenditures:** The HVAC costs are still being determined.

**2. Parking and Circulation**

September 2011 circulation was up from September 2010 by 2,817 transactions, or 6.16%. YTD circulation was down 2,318 transactions, or 0.72%.

**3. Strategic Planning**

Ruth, Jeanne, Tori and Mr. Chase have created the shell of a strategic plan. They will further define these objectives, and bring to the board for approval. They hope to use these objectives in considering both short-term and long-term opportunities and decisions and to prioritize.

**4. RFID transition**

RFID tagging continues to progress. A \$19,650 quote for gates was received and the library is waiting for two more.

**5. Normal Public Library Foundation**

Form 1023 is in process. Mr. Chase will continue to place "NPL Foundation Appointments" as an action item on the regular agenda so the board may make Foundation appointments, if desired.

**6. Personnel Policy**

Mr. Chase has not yet received an updated draft of the Town policy.

**7. Budget**

Mr. Chase met with the Town Budget Committee on October 6<sup>th</sup>, 2011. They accepted the library budget as presented, and agreed it would be great to investigate the OPEB further. A new line was added to the budget to account for health insurance benefits paid for NPL retirees.

**8. HVAC**

A DCEO custom incentive (grant) has been identified to help fund the replacement of the 1972 HVAC system. Mr. Chase is working with DCEO, SEDAC, Town inspectors, and the contractor to determine the system that best meets the library needs and budget. The decision on replacement has been postponed until March 2012 while options are being considered.

**9. Conflict of Interest Policy**

A sample Conflict of Interest Policy is included was distributed to the board, to be considered for the NPL Foundation.

**Committee Reports:**

**Finance**

Mr. C. Sila moved that expenditures of \$52,887.06 and three payrolls of \$ 212,539.51 be paid. Ms. Lewis seconded the motion. The motion carried 6-0.

**Personnel**

None

**Buildings and Grounds**

None

**Policy:**

None

**Development:**

The development committee met on October 10, 2011.

**New Business:**

1. **HVAC Replacement:** Decisions on the HVAC replacement have been delayed.
2. **Normal Public Library Foundation Appointments:** No new appointments were put forward
3. **Conflict of Interest:** Mr. Ray moved that the sample conflict of interest policy adopted as presented, modified to our specific needs, subject to legal review. Mr. K. Sila seconded. The motion passed 6-0.
4. **Board Concerns:** Amtrak could lose 80 percent of its funding, cutting the number of daily trains to Normal from 10 to 2.

**Unfinished Business:**

Library Board Planning and Strategic Objectives: Mr. Chase presented ideas from the planning and resource conference in Nashville. Many planning ideas were discussed in context of how they could be applied to the Normal Public Library.

The meeting was adjourned at 7:40 pm.

The next regularly scheduled meeting will be Wednesday November 16, 2011 at 6 pm.

Respectfully submitted,

Susan Lash  
Secretary