

Normal Public Library  
Minutes of the Board of Trustees  
November 16, 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, Herb Reichelt and Brian Chase, Library Director. Also present Jeanne Moonan, Ruth Reeves and Meghan Listek.

Ms Steinburg convened the meeting at 6:00.

Mr. C Sila moved to accept the agenda. Mr. K Sila seconded. Motion carried 7-0.

Mr. C Sila moved to approve minutes of the October 26, 2011 meeting as presented. Mr. K Sila seconded. Motion carried 7-0.

**President's report:** Ms Steinburg had nothing to report.

**Library Director's Report:**

**1. Monthly financial report.**

**Revenue:** The October revenues are up 9.16 % from this time last year. FY 2011 Per Capita Grant check for \$51,697.61 has been received and deposited. **Expenditures:** A fuel-link device was installed on the NPL van for approximately \$150. This device allows staff to fuel up the library van at Public Works, and for the library to be billed directly for fuel at a discounted rate.

**2. Parking and Circulation**

October 2011 circulation was up from October 2010 by 4,863 transactions, or 10.35%. YTD circulation was up 2,545 transactions, or 0.69%.

**3. Strategic Planning**

Mr. Chase suggested that the board have a focused discussion regarding costs and benefits of a small-scale remodel of our current facility. He believes the library can make significant improvements in a very efficient manner. He recently attended a meeting regarding the \$50 million state public library construction grant program. Applications are due in April, 2012.

**4. RFID transition**

RFID tagging continues to progress. Additional quotes for RFID gates have been received. Unit 5 will take the display case that must be removed in order to accommodate the new gates. The hope is to finish by the end of December.

**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, but he believes it will go to the Council on November 21.

## **7. New Drive-Up Return Installed**

The new dual-drop drive-up return has been installed in our parking lot. Customers may now return books and AV items at the drive-up return.

## **8. Cleaning Contract**

The cleaning contract will be up for renewal next month. Bidding is on a three year cycle.

## **9. Conflict of Interest Policy**

A final Conflict of Interest Policy for the NPL Foundation was distributed to the board. Steve Mahrt reviewed and approved the policy.

## **Committee Reports:**

### **Finance**

Mr. C. Sila moved that expenditures of \$112,196.92 and two payrolls of \$143,280.94 be paid.

Mr. Reichelt seconded the motion. The motion carried 7-0.

### **Personnel**

None

### **Buildings and Grounds**

A window was broken over the weekend and repaired Monday morning. Bricks on the east side are settling and a concrete base is being installed.

### **Policy**

The committee is working on the new personnel policy.

### **Development**

The committee met on Nov. 7 and discussed criteria for selecting foundation board members.

A mission statement was written. The foundation checking account has been set up.

## **New Business:**

1. **Normal Public Library Foundation Appointments:** None were made.
2. **Board Concerns:** The Normal Public Library was featured in the ISU student newspaper. The Friends grossed about \$7,000 in their recent sale. The Friends were contacted by the Pantagraph to discuss the sale.

## **Unfinished Business:**

Library Board Planning and Strategic Objectives: The board discussed changes that could be made to the current library location to improve the space at a low cost.

The meeting was adjourned at 8:02 pm.

The next regularly scheduled meeting will be Wednesday December 14, 2011 at 6 pm.

Respectfully submitted,

Susan Lash  
Secretary