

Normal Public Library
Minutes of the Board of Trustees

April 29, 2015

Present: Joan Steinburg, President, Susan Lash, Jess Ray, Pamela Lewis, Terry Lindberg, Charles Sila and Dawn Wilson. Also present, Brian Chase, library director, John Fischer and Tori Melican. Ms Steinburg convened the meeting at 6:00.

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

Ms Lewis moved to approve the minutes of the March 25, 2015 meeting. Mr. Ray seconded. Motion carried 7-0.

Mr. Sila moved that expenditures of \$102,452.94 and two payrolls of \$138,392.54 be paid. Ms Lewis seconded. Discussion followed. Motion passed 7-0.

President's Report: Ms Steinburg thanked the board and staff for all they have done over the years.

Director's Report

1. Monthly Financial Report

Revenue: The March revenues are up 0.79% from last year. **Expenses:** An expenditures report as of April 21 were distributed. The library is providing access to Lynda.com for patrons for a cost of \$11,812.

2. Circulation

March 2015 circulation was down from March 2014 by 1,360 transactions, a decrease of 2.4%. YTD circulation was up 30,314 transactions, an increase of 4.8%.

3. NPL Foundation

Pam Lewis and Jane Beale met to discuss the potential funding of a series of author and music events. Having such funding would allow staff to schedule these series well in advance. The endowment could ultimately provide this funding. The NPL Foundation is now a participant in the Kroger Community Rewards Program. Sign up at krogercommunityrewards.com and enter 87319 to select the NPL Foundation.

4. Elevator

We should be able to sign the elevator contract by the end of April, once all changes are agreed upon by both parties.

5. Board Email Addresses

Mr. Chase reminded the board to check their normalpl.org email addresses.

6. Policy Review

Library management is currently developing proposed changes to the Community Room Policy. This should change to the Meeting Room Policy to more accurately reflect current conditions.

7. Statements of Economic Interest

Board members must submit their Statement of Economic Interest by the end of April. The entire process may be completed online at <http://seionline.mcleancountyil.gov>.

8. Community Room

Drywall was repaired in the Community Room on April 28. A small area of vinyl tile was repaired. We continue to monitor the southwest corner of the room due to buckling tiles.

9. Library Board Planning

Potential topics to consider include future library development; mobile branch; NPL Foundation; potential board orientation and development; and priorities in providing services, collections, spaces, programs and staffing.

10. IMET

The Town of Normal and Normal Public Library have investments in IMET, the Illinois Metropolitan Investment Fund. Earlier this month Andrew Huhn informed Mr. Chase of fraud that had taken place within this fund. To make a long story short, the library's greatest potential risk was \$44,745. It is now projected that we will recover 53.5% of this amount. Mr. Chase distributed an email from Mr. Huhn (dated April 9) providing more background information and a plan for moving forward.

11. Technology Playground

The Technology Playground is starting to take shape with six iPads installed. Ms Melican discussed how it is already quite popular with children.

New Business:

Strategic Planning: Planning was discussed.

Appreciation to Susan Lash and Joan Steinburg for their years of exemplary service: The board is greatly saddened to say goodbye to Ms Steinburg and Ms Lash. Susan Lash went above and beyond as secretary of the board. Her enthusiasm, pleasant demeanor and hard work are appreciated by all. Joan Steinburg served the library for 33 years. Many of these were spent leading the board as president. She was a valued asset and wonderful leader. She will continue to work with the Foundation.

Unfinished Business: Next week is Children's book week. Elephant and Piggy will be joining the celebration.

The meeting adjourned at 7:40 pm.

The next regularly scheduled meeting will be Wednesday May 20, 2015.

Respectfully submitted,

Susan Lash
Secretary