

Normal Public Library
Minutes of the Board of Trustees

July 29, 2015

Present: Jess Ray, Dawn Wilson, Terry Lindberg, Charles Sila, Sarah Grammer and Rebecca Rossi. Also present, Brian Chase, library director, John Fischer, Tori Melican and Jeanne Moonan. Absent: Pamela Lewis

Mr. Ray convened the meeting at 6:00 pm.

Mr. Sila moved to accept the agenda as presented. Ms. Rossi seconded. Motion carried 6-0.

Mr. Sila moved to approve the corrected minutes of the June 24, 2015 meeting. Mr. Lindberg seconded. Motion carried 6-0.

Mr. Sila moved that expenditures of \$131,566.45 and two payrolls of \$148,286.42 be paid. Ms. Grammer seconded. Motion passed 6-0.

Director's Report
July 29, 2015

1. Monthly Financial Report

Revenue: The June revenues are up 0.97% from last year. **Expenses:** An expenditures report as of July 22nd is included in this packet.

2. Circulation

June 2015 circulation was down from June 2014 by 4,584 transactions, a decrease of 6%. YTD circulation is down 1,237 transactions, a decrease of 0.7%.

3. NPL Foundation

Discussion continues on the potential funding of a series of author and music events. Having such funding would allow staff to schedule these series well in advance. Giving Tuesday 2015 may target this initiative. The endowment could ultimately serve as an ongoing source for this funding. Local businesses will be asked to contribute to the first annual fund.

4. Elevator

The elevator modernization is tentatively scheduled to begin late October 2015.

5. Board Email Addresses

Please regularly check your normalpl.org email addresses and let Brian know if you need any assistance.

6. Library Board Planning

Please plan to discuss prioritization of factors in determining an acceptable site for a new facility. For example, what would a successful parking outcome look like? How long will the site potentially serve the residents of Normal? Are we able to effectively and efficiently staff a new facility on the site? Included in this packet is the draft Minimum Site Requirements for a New Facility document. Also included is Rick's summary document. Brian believes it will benefit the Board to have the minimum site requirements established in a clear and succinct document.

7. West HVAC

Core drilling has been completed. Replacement of HVAC units is underway.

8. Community Room

The leak at the southwest corner of the building was sealed and backfilled with rock to ensure proper drainage. Skim-coating, priming and painting of the community room walls continue.

9. Facilities Projects

The east roof drains continue to remain more reliable. The skylight material on the east building has deteriorated to a point that it needs replaced. We are exploring methods to extend the life of this material.

10. Budget

Brian will bring a tentative proposed budget to the August 26th board meeting. Please let me know of any input as soon as possible, including any new initiatives for staff to explore. Consider any board development, training or planning you wish to complete.

11. Replacement of Remote Returns

Several of our remote drops are in need of improvement. At Jewel and Schnucks, we are going to remove the pedestal CD/DVD returns, and collect all items in a single return. At Target, we would like to remove both returns and replace with a new dual-drop return, similar to what is in the library parking lot. Remaining drops at other locations will get updated, branded signage. We are in the process of obtaining the best possible quote for a new dual-drop at Target, and also exploring the possibility of having a unit fabricated locally.

Foundation Report:

1. Future fundraising campaign could include Beer Nuts. An annual fund for businesses is in progress. An intern is being explored to assist with foundation fundraising.

New Business:

Remote Book/AV Returns – No action taken as costs/options are still being explored.

Budget Direction for FY2016-2021 –

Executive Session: Section 2 (c) (5) Land Acquisition – No action taken

Unfinished Business:

1. Strategic Planning
2. Foundation Bylaws – Tabled to discuss at future meeting.

Mr. Sila moved the meeting be adjourned. Ms. Grammer seconded. Motion passed 6-0.

The meeting was adjourned at 8:17 p.m. Ms. Rossi exited the meeting at 8:00 p.m.

The next regularly scheduled meeting will be Wednesday, August 26, 2015 at 6:00 p.m.

Respectfully submitted

Dawn Wilson
Secretary