

**Normal Public Library  
Minutes of the Board of Trustees  
January 28, 2015**

Present: Joan Steinburg, President, Susan Lash, Jess Ray, Charles Sila, Pamela Lewis, and Terry Lindberg. Absent: Dawn Wilson. Also present, Brian Chase, library director, John Fischer, Jeanne Moonan and Tori Melican and guest Sarah Grammer, board candidate.

Ms Steinburg convened the meeting at 6:00.

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

Ms Lewis moved to approve the minutes of the December 17, 2014 meeting as presented. Mr. Sila seconded. Motion carried 6-0.

Mr. Sila moved that expenditures of \$84,040.45 and two payrolls of \$137,487.15 be paid. Ms Lewis seconded. Motion passed 6-0.

Ms Grammer introduced herself to the board.

President's Report: Ms Steinburg reported that the art work in the gallery area was changed.

Director's Report:

**1. Monthly Financial Report**

**Revenue:** The December revenues are up 1.05% from last year. We received notification of our FY2015 Illinois Public Library Per Capita Grant in the amount of \$65,621.25.

**Expenses:** An expenditures report as of January 21st was distributed.

**2. Circulation**

December 2014 circulation was up from December 2013 by 2,032 transactions, an increase of 4.7%. YTD circulation was up 26,026 transactions, an increase of 5.5%.

**3. NPL Foundation**

The Foundation met on January 15th. They are in the beginning stages of creating a development plan. An event is being planned for February 19th.

**4. Elevator Modernization**

Based on Mr. Chase's conversations with the Town's Director of Facilities and Energy Management, modernizing the mechanics and relays is the appropriate solution for our elevator at this time. Funding is available in the library replacement fund.

**5. Library Planning Committee**

The Library Planning Committee will meet with Doug Farr on February 3rd.

**6. Board E-mail Addresses**

Mr. Chase reminded the board to check their normalpl.org e-mail address. The e-mail address of each member can be found on the library web site.

**7. FY2016-2020 Budget Work Session**

The budget work session went well. Mr. Chase thanks those members who attended.

## **8. Policy Review**

Library management is discussing all existing policies and working to simplify and synthesize these documents as much as possible. They are sharing the policy update recommendations with Dawn Wilson. One issue the board and the library need to address immediately is the use of multiple library accounts to access multiple computer sessions each day.

## **9. Technology Playground**

The library is in the process of acquiring equipment for the Tech Playground.

## **10. Community Room Floor**

The library is in the preliminary stages of addressing a long-term solution to the community room floor issue.

## **11. Sorter Project Recognition**

Lyngsoe will be highlighting our sorter installation at the upcoming American Library Association Mid-Winter Conference in Chicago. They contracted with a videographer to develop a video showing our sorter and its positive impact on public and staff.

## **12. Theft**

A thief was caught stealing DVDs. Over \$2,000 worth were taken. The library will be compensated for the loss.

## **New Business:**

**Elevator Modernization:** The project was discussed. The elevator is up to code, so modernizing it to keep it working is sufficient. Mr. Chase discussed the work with multiple companies and consulted with the Town of Normal and determined that Kone is the best vendor to meet our needs. Mr. Lindberg moved to allow Mr. Chase to waive the formal bidding process and enter into a contract with Kone for \$74,500 not to include the alternate that was proposed. Ms. Lewis seconded. Discussion followed. Motion passed 6-0.

**Policy Update:** Ms Lewis moved to approve the changes to the rules of conduct for library users policy and the library card policy. Mr. Sila seconded. Motion passed 6-0.

**Bookmobile:** Nicor will present at the March 25, 2015 meeting. Further discussion on the proposed bookmobile was postponed until February's meeting.

**Foundation Bylaws:** Mr. Chase and Mr. Lindberg will be attending a free event at the mid-year ALA meeting in Chicago to learn about development plans for foundations.

**Unfinished business:** Kathy Packard's reception is February 18<sup>th</sup> from 2-4 pm.

**Executive Session: Section 2(c)(5) Land Acquisition (discussion) and Section 2(c)(1) Personnel (action item):** At 6:55 p.m. Mr. Sila moved to enter into executive session for the purpose **Section 2(c)(5) Land Acquisition and Section 2(c)(1) Personnel**. Ms Lewis seconded. The motion carried 6-0. The Executive Session ended at 7:53 pm.

The meeting resumed at 7:53.

Mr. Sila moved that the Board affirm that Mr. Chase be advanced to salary grade 45, step 15. Ms Lewis seconded. The motion passed 6-0.

Ms Steinburg adjourned the meeting at 7:54.

The next regularly scheduled meeting will be Wednesday February 25, 2015 at 6pm.

Respectfully submitted,

Susan Lash  
Secretary