

Normal Public Library
Minutes of the Board of Trustees
January 29, 2014

Present: Joan Steinburg, President, Susan Lash, Charles Sila, Pamela Lewis, Jess Ray (arrived 6:10), Terry Lindberg and Dawn Wilson: Present. Also present, Brian Chase, library director, John Fischer, Tori Melican, Lynn Freymann, Meghan Listek and Jeanne Moonan.

Ms Steinburg convened the meeting at 6:00.

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

Mr. Sila moved to approve the minutes of the December 2013 meeting as corrected. Ms Lewis seconded. Motion carried 6-0.

President's Report: Ms Steinburg introduced guests Patricia Marton, Fran Kelly and Rick McCarthy.

Ms Marton, 1114 East Grove St., Bloomington, IL was invited to speak. She explained that she had been using the library over several years. However, recently she has felt discomfort and even fear at times while at the library and when she voiced her feelings to the staff she did not feel that they took her concerns seriously. She realizes that everyone is allowed in the library, but if there were less congestion in the library her discomfort would be greatly relieved. The library needs to be better equipped for the elderly and handicapped. She suggested changes such as more room and more comfortable chairs. She pointed out that staff must be trained to be sensitive to the needs of the elderly including being proactive with security.

Director's Report:

1. Monthly Financial Report

Revenue: The December revenues are up 6.29% from last year. **Expenses:** The water heater was replaced. We are preparing to replace servers and various computers.

2. Circulation

December 2013 circulation was up from December 2012 by 4,335 transactions, an increase of 11%. YTD circulation was up 24,217 transactions, an increase of 5.3%.

3. RFID Transition

Approximately 85% of the DVDs have been tagged.

4. NPL Foundation

The Foundation met on January 16, 2014. They committed to supporting the Young Authors Program, Summer Reading Program, Prairie Fire Theatre Children's Operetta and the Winter Reading Program. Communication, fundraising and investment strategies were discussed.

5. Board Bylaws | Rules of Conduct | Public Participation Policy

The recently revised Board Bylaws and Rules of Conduct were distributed. Also included was the Public Participation Policy.

6. Main Floor Project

Self-service holds have been introduced where the former book sale shelf was located. Paperbacks have been moved to regular shelving and relocated to the west half of the main floor. Tables and chairs have replaced the paperback spinner furniture.

7. Annual Planning

Mr. Chase thanked the Board for their time and efforts at the budget work session and the annual planning event.

8. RFID Sorter

Following discussions with vendors, site visits, reference checks and testing, we are prepared to make a recommendation regarding the purchase of an RFID sorter. It will take four to five months to order and install once the decision has been made to purchase.

9. University of Illinois / School of Architecture Project

We will work with the University of Illinois / School of Architecture this semester on a design studio project. The class will examine possible designs of a new Normal Public Library facility.

10. Library Planning Committee

The Library Planning Committee requested a more in-depth site analysis of several potential sites. This analysis is nearly complete. The Committee will tentatively meet in mid-February.

11. Innovation Hub

Mr. Chase will meet with Sara McCubbins in early February regarding her vision for this initiative, and how we might partner in the future.

Committee Reports:

Foundation Committee: Ms Lewis, Mr. Chase and Mike Sebald met and discussed communication needs, website layout and design. There is a book sale scheduled for March 21-23.

Finance: Mr. Sila moved that expenditures of \$82,500.31 and two payrolls of \$143,183.35 be paid. Ms. Lewis seconded. Motion passed 7-0.

New Business

a. Update on Future Library Development: Rick McCarthy spoke about the ongoing site analysis. Discussion followed.

b. RFID Sorter: Details for a variety of RFID sorters were distributed. The options were discussed. Mr. Lindberg moved to authorize the library to purchase a Lyngsoe System sorter at a cost not to exceed \$90,000. Ms Wilson seconded. Motion passed 7-0.

c. Executive Session: At 7:08, Mr. Ray moved that the board enter into executive session for the purpose of Section 2(c)(1) Personnel. Ms Lewis seconded. Motion passed 7-0.

The meeting reconvened at 7:36. Mr. Lindberg moved that the Board affirm that Mr. Chase be advanced to salary grade 45, step 14. Ms Lewis seconded. The motion passed 7-0.

Unfinished business: Future library development was discussed.

The meeting adjourned at 8:02 pm.

The next regularly scheduled meeting will be Wednesday February 26, 2014 at 6pm.

Respectfully submitted,

Susan Lash
Secretary