

Normal Public Library
Minutes of the Board of Trustees
January 30, 2013
Executive Session: Section 2(c)(5) – Land acquisition – as necessary
Section 2(c)(1) Personnel
Section 2(c)(11) Litigation

Members present: Pamela Lewis, Susan Lash, Jess Ray, Charles Sila and Brian Chase, Library Director: present; Joan Steinburg, Karl Sila and Herb Reichelt: absent. Also present Tori Melican and Jeanne Moonan.

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

Mr. C. Sila moved to accept the agenda. Ms Lewis seconded. Motion carried 4-0.

Mr. C. Sila moved to approve the minutes of the December 19, 2012 meetings. Ms Lewis seconded. Motion passed 4-0.

President's Report: Joan Steinburg, board president is out ill. Mr. Ray will be meeting this week with a concerned patron. He feels that the Saturday planning meeting went well.

1. Monthly Financial Report

Revenue: The December revenues are up 4.96% from last year. **Expenses:** The Library plans to replace the HVAC controls on the 1993 system at a cost not to exceed \$8,000.

2. Circulation

December 2012 circulation was down from December 2011 by 1,643 transactions, a decrease of 4%. YTD circulation was up by 1,658 transactions, or 0.4%.

3. RFID Transition

Two self-checks were deployed in the children's area, and one more at the circulation desk. The children love using the self-check.

4. Children's Department Project

The children's department reconfiguration resulted in greater capacity for shelving and circulating materials. The new AV shelving and wall shelving arrived recently. Customers are enjoying the more open layout. Thanks to the Friends of NPL for their generous support of this project!

5. HVAC

HVAC installation is complete. Final grant applications have been submitted, and Mr. Chase was told the payment is being processed. The Library should receive \$48,444.

6. NPL Foundation

The Foundation received a \$3,500 gift from an anonymous donor. The Foundation received its 501(c)(3) status on December 20, 2012. This designation creates many additional opportunities for fundraising and grants.

7. Economic Interest Statements

The Economic Interest Statements will be distributed via email this year.

8. Illinois State Library – Annual Library Certification

Effective January 1, 2013, Illinois public libraries are required to complete an annual certification process via the Illinois State Library by March 31. Our certification was submitted on January 19.

9. Manager of Adult Services and Circulation

Ruth's former position was posted earlier this month. We are reviewing applications as they are received, and hope to fill the position by approximately March 1.

10. New Shelving

New shelving was installed for YA and inspiration.

11. Saturday Planning meeting

Mr. Chase thanked the Board, Jeanne Moonan and Tori Melican for attending, and Lolita Netter for organizing lunch for the January 26, 2013 planning meeting.

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$282,725.42 and two payrolls of \$141,983.62 be paid. The bills included a one-time payment cost for the heating system upgrade. Ms Lewis seconded the motion. The motion carried 4-0.

Personnel

None

Buildings and Grounds

None

Policy

None

Unfinished Business – Library Planning

Saturday's planning meeting went well. The Board has a goal of identifying the site for a new facility by the end of 2013.

New Business:

HVAC Controls: The 1993 HVAC controls are starting to fail. Mr. Chase will pursue grant money to assist in payment for the replacement. Mr. C Sila moved that the Library upgrade the heating control system for the 1993 building addition at a cost not to exceed \$8,000. Ms. Lewis seconded. Motion passed 4-0.

Executive Session: Section 2(c)(1): Personnel and Section 2(c)(11): Litigation At 6:48 p.m., Mr. C. Sila moved to enter into executive session for the purpose **Session 2(c)(1): Personnel and Section 2(c)(11): Litigation**. Ms Lewis seconded. The motion carried 4-0. The Executive Session ended at 7:25 pm.

Meeting resumed at 7:25. .

Board Concerns

Ms Lewis requested a Personnel Committee meeting to modify the Director Evaluation Form, to be held in March. The creation of a formal on-boarding program for new Board members was discussed. Possible changes to the Friends of the Library were discussed. The meeting was adjourned at 8:06 pm.

The next regularly scheduled meeting will be Wednesday February 27, 2013 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary