

Normal Public Library  
Minutes of the Board of Trustees  
February 23, 2011

**Members present:** Joan Steinburg, President, Pamela Lewis, Jess Ray, Amy Christensen, Charles Sila, Susan Lash, Karl Sila and Brian Chase, Library Director. Also present Jeanne Moonan, Tori Melican, Ruth Reeves and Meghan Listek.

Ms Steinburg convened the meeting at 6:05.

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

Mr. C. Sila move to approve minutes of Jan. 26, 2011 meeting as presented. Ms Christensen seconded. Motion carried 7-0.

**President's report:** The annual report was discussed. Ms Melican was asked why she thought the partners in reading program had lower participation in the past year. She mentioned that Unit 5 no longer sends out notices to parents. Enrollment in the summer reading program was up, but many of the summer programs saw a drop in attendance. The parking lot to the north-west was not available from Young America this past summer, and that may have been a factor.

**Library Administrator's Report:**

1. **Monthly financial report:** Revenue: The January revenues are up 9.5 % from last year. Expenditures: Four staff laptops will be replaced several months early to allow us to assemble the mobile RFID stations. The older laptops, still under warranty, will serve as the mobile RFID stations. Total cost will be \$4,860. New steel wall shelving has been ordered.
2. **Parking and Circulation:** January 2011 circulation was up from January 2010 by 1,227 transactions, or 2.7 %. YTD circulation is up 33,065 transactions, or 7.1 %.
3. **HVAC Replacement:** Static pressure measurements indicated that two of our nine zones may be able to use 95% efficient furnaces if new return air ducts are installed. Measurements regarding the burn rate (BTU/hour) resulted in a recommendation that our new system could be reduced in size by 25%, from 800,000 BTU input to 600,000 BTU input.
4. **Public Fax Machine:** The library received and installed a public fax machine on February 4th. The only cost was to add a jack to enable the fax line to be shared. All equipment and supplies are provided by Fax24. Customers may pay with credit card, or purchase a FaxCash card at the circulation desk. Transmissions may be either domestic or international. The fax machine has already been warmly received by customers.
5. **Resource Sharing Alliance / Alliance Library System:** The major decisions regarding system mergers should be completed in the next month. Once the process is complete, we will evaluate the costs and benefits of the new structure, and determine if it is the best option for us moving forward.

A large contingent of staff from the Champaign Public Library and the Urbana Free Library recently visited both Normal Public Library and Bloomington Public Library in order to see our Sirsi systems more closely. Champaign and Urbana are very seriously considering migrating to

either a shared system or standalone systems, rather than continue as members in the new southern Illinois system.

6. **Space Optimization:** Mr. Chase contacted Dennis Humphries from Humphries Poli Architects (the firm that completed our 2008 facilities assessment) and asked if his firm could efficiently answer our question regarding how much of our current space could be repurposed as public space, and if a drive-up window is possible in this location. Dennis indicated they could sketch some alternatives for approximately \$1,000. He provided an estimate of \$25,000 for a drive-up window.

7. **Illinois Library Association Library Trustee Forum 2011 Workshops:** ILA Library Trustee Forum 2011 workshops will take place on Saturday, February 26, 2011, in Lisle, and on Saturday, March 26, 2011, in Springfield.

8. **Open Meetings Act: Public Participation:** The Town Council has yet to approve their “reasonable rules” for public participation. Once they have done so, their rules will likely serve as a good model for the board’s rules.

9. **Foundation:** Town Finance staff has indicated a separate NPL Foundation would not be an excessive burden on their operations. According to Georgia Bouda, library director at Bloomington Public Library, there is very little interaction between the BPL foundation and the city’s finance department. The Foundation is responsible for its own audit, and the city’s auditors consider the Foundation audit as part of the library’s audit.

10. **RFID transition:** Equipment for the first phase of the RFID transition has been ordered, and should arrive tomorrow. The library may seek to install the gates earlier in the process, as this would allow us to test the system as we go. An Envisionware rep was here recently to assess the configuration for the RFID gates. Tagging should start in a couple of weeks.

11. **Computer use for children/teen nonresidents:** The library is increasingly faced with how to best serve non-resident minors who wish to use the computers to access the internet. Many variables exist in these situations, and we are working to define consistent parameters for providing service to these individuals. If the board prefers, this topic could be added to the library card policy.

12. **eBooks:** The library is considering adding additional eBook content that would be available exclusively to Normal Public Library cardholders. Currently, eBooks are not Kindle compatible.

13. **Security:** The need for security is increasing. The Normal Police Department was called on-site three times in the last week for a variety of reasons. This is uncommon, but disturbing. Options for increased security are being considered.

14. **The Friends** have donated a coffee machine for use by the public that will be set up near the circulation desk.

## **Committee Reports:**

### **Finance**

Ms Christensen moved that two payrolls totaling \$133,679.49 and other expenditures of \$132,078.96 be paid. Mr. K. Sila seconded the motion. Discussion followed. The motion carried 7-0.

### **Personnel**

None.

### **Buildings and Grounds**

None.

**Policy**

None.

**Unfinished Business**

**Library Board Planning, Goal-Setting and Self-Evaluation:** Facilities were discussed at the February 19 meeting. Goal setting and self-evaluation were discussed.

**New Business:**

1. **Library Foundation:** The board discussed forming a library foundation. Mr Ray moved that the board establish a library foundation for the Normal Public Library. Mr. C. Sila seconded. The motion passed 7-0.
2. **Board Concerns:** None.
3. **Executive Session 2(c)(5): Land Acquisition (Informational Item); and 2(c)(1) Personnel (Library Director Review):** At 7:39 p.m., Mr. C. Sila moved to enter an executive session for the purpose of Section 2(c)(5): Land Acquisition and 2(c)(1): Personnel (Library Director Review). Ms. Christensen seconded. The motion carried 7-0. The Executive Session ended at 9:10 p.m.

Meeting resumed at 10:03.

Mr. C. Sila moved to affirm the actions taken in the executive session, including advancing the Director's pay to Grade 45, Step 7. Mr. K. Sila seconded. The motion passed 7-0.

The meeting was adjourned at 10:05pm. The next regularly scheduled meeting will be Wednesday March 30, 2011 at 6pm.

Respectfully submitted,

Susan Lash  
Secretary