

**Normal Public Library
Minutes of the Board of Trustees
February 26, 2014**

Present: Joan Steinburg, President, Susan Lash, Charles Sila, Pamela Lewis, Jess Ray and Dawn Wilson: Present; Terry Lindberg: Absent. Also present, Brian Chase, library director, John Fischer, Tori Melican, Enoch Kindseth, Meghan Listek and Jeanne Moonan.

Ms Steinburg convened the meeting at 6:00.

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

Mr. Ray moved to approve the minutes of the January 2014 meeting. Ms Lewis seconded. Motion carried 6-0.

Approval of Expenditures: Mr. Sila moved that expenditures of \$38,874.53 and three payrolls of \$209,874.53 be paid. Ms. Wilson seconded. Motion passed 6-0.

Closing and late opening due to snow and other weather conditions were discussed.

President's Report: Mr. Chase has obtained three large text keyboards. Staff are spending more time roving the building to be available to answer questions and provide help when needed.

Director's Report:

1. Monthly Financial Report

Revenue: The January revenues are up 6.46% from last year. **Expenses:** The library is preparing to replace servers and computers per schedule, and we will replace the NVR for the security system at a cost of \$6,512. Some tiles in the community room are coming loose and should be repaired Thursday. The water heater was replaced.

2. Circulation

January 2014 circulation was up from January 2013 by 882 transactions, an increase of 1.8%. YTD circulation was up 17,299 transactions, an increase of 3.4%.

3. RFID Transition

Approximately 90% of our DVDs have been tagged.

4. NPL Foundation

The NPL Foundation is ready to offer monthly giving via ACH deduction from either checking or savings accounts. Monthly payment via PayPal is also in place.

5. Annual Report

A copy of the Normal Public Library 2013 Annual Report was distributed to the Board.

6. Main Floor Project

The library continues to work through the design of the main floor and related changes throughout the building.

7. Minutes Correction

Approved minutes from December 2013 incorrectly listed John Fischer as present. The posted minutes are accurate.

8. University of Illinois / School of Architecture Project

Mr. Chase attended a design update on February 21 in Champaign.

9. Library Planning Committee

The Library Planning Committee requested a more in-depth site analysis of several potential sites. The Committee will schedule a meeting to review the site analysis once it is complete.

10. Innovation Hub

Mr. Chase met with Sara McCubbins and Shari Buckellew regarding their vision for the Innovation Hub.

11. Professional Involvement

Mr. Chase was asked by the incoming President of the Illinois Library Association to serve as the Chair of the Fundraising Committee. He agreed to do so for one year.

12. Server Virtualization

The library has worked with the Town IT staff to determine an efficient and effective solution for the replacement of our servers. A proposal from Sentinel Technologies to acquire, install and implement a virtual server solution at a cost of \$26,995 plus shipping and handling was distributed to the board. Mr. Kindseth fielded questions from the Board.

13. Elevator

Due to continuing problems with the elevator, Mr. Chase is investigating replacing it.

14. Computer Replacement

The library is working with Dell to finalize a proposal on the purchase and support of seven laptops and thirteen desktops.

Committee Reports:

Foundation Committee: There is a book sale scheduled for March 21-23.

New Business

a. RFID Sorter: The motion passed at the January meeting approving the purchase of the RFID sorter system did not include the waiving of the formal bidding process. Mr. Ray moved to waive the formal bidding process and approve the purchase of a Lyngsoe Systems sorter at a cost not to exceed \$90,000. Mr. Sila seconded. Motion passed 6-0.

b. Server Virtualization: Ms Lash moved to waive the formal bidding process and approve the purchase of software, hardware and services from Sentinel Technologies for the server migration project at a cost not to exceed \$30,000. Mr. Sila seconded. Motion passed 6-0.

c. Computer Replacement: Mr. Ray moved to waive the formal bidding process and approve the purchase of replacement computers from Dell at a cost not to exceed \$25,000. Ms Wilson seconded. Motion passed 6-0.

The meeting adjourned at 7:00 pm.

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

Respectfully submitted,

Susan Lash
Secretary