

Normal Public Library
Minutes of the Board of Trustees
Executive Session: Section 2(c)(21) 6-month Review of Executive Session Minutes

March 25, 2015

Present: Joan Steinburg, President, Susan Lash, Jess Ray, Pamela Lewis, Terry Lindberg (left 7:45) and Dawn Wilson. Absent: Charles Sila. Also present, Brian Chase, library director, Jeanne Moonan and Tori Melican. Bernie Anderson and Anthony Lopez from Nicor Gas were also in attendance.

Ms Steinburg convened the meeting at 6:00.

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

Ms Lewis moved to approve the minutes of the February 25, 2015 meeting. Ms Wilson seconded. Motion carried 6-0.

Ms Lash moved that expenditures of \$30,865.59 and two payrolls of \$142,674.74 be paid. Ms Lewis seconded. Motion passed 6-0.

Anthony Lopez from Nicor Gas presented on natural gas vehicles. The library is considering the purchase of a bookmobile and a vehicle that runs on compressed natural gas (CNG) is an option. CNG is cleaner, produced in the USA and the cost is less than gasoline or diesel. The Alternative Fuel Vehicle Rebate could provide up to 80 percent of the additional cost (up to \$4,000) of a vehicle that runs on CNG.

President's Report: The Library Foundation book sale went well earning \$8243.88.

Director's Report:

1. Monthly Financial Report

Revenue: The January revenues are up 0.87% from last year. **Expenses:** An expenditures report as of March 11th was circulated.

2. Circulation

February 2015 circulation was up from February 2014 by 1,175 transactions, an increase of 2.4%. YTD circulation was up 31,674 transactions, an increase of 5.5%.

3. NPL Foundation

The Foundation met on March 19th. The new Foundation website is live.

4. Elevator

We continue to work through language in the elevator contract.

5. Library Planning Committee

Doug Farr presented to the Town ideas for development on the south side of the railroad tracks to the west of Linden. His proposals all include a library. These proposals were discussed by the board.

6. Board Email Addresses

Mr. Chase reminded the board to check their normalpl.org e-mail accounts.

7. Liability Insurance

Mr. Chase recommends that we move the insurance comparison to early 2016.

8. Policy Review

Library management is currently developing proposed changes to the Community Room Policy. This should change to the Meeting Room Policy to more accurately reflect current conditions.

9. Technology Playground

Due to backorders on some equipment, we anticipate an early April implementation.

10. Community Room Floor

We are in the preliminary stages of addressing a long-term solution to the community room floor issue.

11. Cleaning and Maintenance

The new cleaning arrangement is off to a good start. It will take some time to optimize the relationship.

12. Library Board Planning

Potential topics to consider include future library development; mobile branch; NPL Foundation; potential board orientation and development; and priorities in providing services, collections, spaces, programs and staffing.

13. Professional Development

Mr. Chase returned from the Library Leadership in a Digital Age program at Harvard with several ideas for the library that he shared with the board.

New Business:

CNG for Bookmobile: The bookmobile was discussed during the presentation.

Strategic Planning: Mr. Chase proposed several ideas. He has investigated bringing in a facilitator for planning sessions for the staff and board.

Unfinished Business:

NPL Foundation Appointment: No one was put forward.

Bookmobile: No additional discussion was held.

Foundation Bylaws: No discussion took place at this time.

Executive Session: Section 2(c)(21) 6-month Review of Executive Session Minutes: At 7:55 p.m.

Mr. Ray moved to enter into executive session for the purpose **Executive Session: Section 2(c)(21) 6-month Review of Executive Session Minutes.** Ms Lash seconded. The motion carried 5-0. The Executive Session ended at 8:04 pm.

The meeting resumed at 8:04.

Mr. Ray moved to approve the action taken in the Executive Session that no executive minutes be released. Ms Lewis seconded. Motion passed 5-0.

The meeting adjourned at 8:04 pm.

The next regularly scheduled meeting will be Wednesday April 29, 2015.

Respectfully submitted,

Susan Lash
Secretary