

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

March 26, 2014

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

Ms Steinburg convened the meeting at 6:00.

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

Ms Lewis moved to approve the minutes of the February 26, 2014 meeting as Presented. Mr. Sila seconded. Motion carried 7-0.

Mr. Sila moved that expenditures of \$82,788.10 and two payrolls of \$139,651.83 be paid. Ms Wilson seconded. Motion passed 7-0.

President's Report: The Friends' book sale went well. About \$6,900 was raised.

Director's Report:

1. Monthly Financial Report

Revenue: The February revenues are up 6.52% from last year. **Expenses:** We will replace the main floor water fountain at a cost of \$2,030 and we are considering additional plumbing improvements related to draining the east roof. We purchased additional tablets and are considering purchasing Smart boards for the Story Hour Room and the Community Room.

2. Circulation

February 2013 circulation was up from February 2012 by 3,503 transactions, an increase of 7.7%. YTD circulation was up 20,802 transactions, an increase of 3.8%.

3. RFID Transition

Approximately 90% of our DVDs have been tagged.

4. NPL Foundation

The NPL Foundation met on March 20. Connie Horenkamp has resigned her position on the board, so an appointment will be necessary in the near future. Connie did a wonderful job for the NPL Foundation.

5. Main Floor Project

Work Continues on the main floor redesign.

6. Board Email Addresses

The board was reminded to check their normalpl.org email addresses. They are now posted on the library website.

- 7. University of Illinois / School of Architecture Project**
Mr. Chase attended the design studio midterm presentations. The students continue to make progress in their designs.
- 8. Library Planning Committee**
The Library Planning Committee will meet on April 10.
- 9. Innovation Hub**
Rick McCarthy and Mr. Chase met with the Innovation Hub group to gain a better sense of their vision and to answer questions regarding future library development.
- 10. PLA**
Eight staff members went to the Public Library Association meeting. Mr. Chase attended a conference on fund raising. The board discussed goals for the Foundation.

New Business:

Appointment to the Normal Public Library Foundation: The board discussed traits wanted in potential Foundation board members. The appointment is postponed until the April meeting to allow the board to seek candidates.

Board Meeting Schedule: Mr. Sila moved to approve the board meeting schedule May 2014-April 2015 as presented. Ms. Lewis seconded. Discussion followed. The motion carried 7-0.

Executive Session: Executive Session: Section 2(c)(21) 6-month Review of Executive Session

Minutes: At 7:14 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.** Mr. Sila seconded. The motion carried 7-0. The Executive Session ended at 7:19 pm.

The meeting resumed at 7:19.

Mr. Ray moved to approve the action taken in the Executive Session. Ms Wilson seconded. Motion passed 7-0.

The meeting adjourned at 7:21pm.

The next regularly scheduled meeting will be Wednesday April 30, 2014 at 6pm.

Respectfully submitted,

Susan Lash
Secretary