

Normal Public Library
Minutes of the Board of Trustees
April 27, 2011

Members present: Joan Steinburg, President, Pamela Lewis, Jess Ray, 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 6:00.

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

Ms Lash moved to approve minutes of May 30, 2011 meeting as corrected. Mr. C. Sila seconded. Motion carried 6-0.

President's report: The president felt that the March meeting lasted for longer than it needed due to off topic discussion.

Library Director's Report:

1. Monthly financial report.

Revenue: The March revenues are down 2.9 % from last year, due mostly to the fact that the library did not have a large transfer into the operating fund during FY2011.

Expenditures: Secure elevator switch will be added to AV workroom side of elevator at a cost of \$897.00. Keypad locks will be added to three workrooms at approximate cost of \$500 each. The library is considering replacing 14 desktops, all 2+ years out of warranty, in upstairs computer lab with laptops to optimize flexibility of future services.

2. Parking and Circulation

March 2011 circulation was up from March 2010 by 1,537 transactions, or 3 %. YTD circulation is up 48,233 transactions, or 8.6 %.

3. Discovery Room Project

Four quotes were collected for the painting portion of the Discovery Room. The renovations are being paid for through the bequest of Margaret Parret. Construction begins next Monday. The lowest quote for the required portion of the project is \$6,476. To clean, prep, and paint the cabinets would be an additional \$1,060, if needed. If any wall repairs are required, the work would be billed at \$79.50/hour, plus materials. The Board previously approved paint costs for this project not to exceed \$5,000. Mr. Chase is requesting to have this limit raised to \$7,000.

4. Kindle Update

It was recently announced that Kindles will be able to access ebooks from library databases "later this year." This is good news for libraries, and for Kindle owners.

5. Reaching Across Illinois Library System (RAILS)

Our new merged system, as of July 1, will be known as RAILS.

6. Space Optimization

The space deficit continues to limit services, programs, and collections. A budget must be determined in the near future, including the cost of designs of potential new buildings .

7. Contractor Certification Form

The final Contractor Certification Form, approved by Steve Mahrt, was distributed to the board and discussed.

8. Foundation

The board may want to consider a temporary Foundation Committee to help get the Foundation going. Overall library fundraising may need to be addressed, perhaps as an ongoing Development Committee.

9. RFID transition

RFID implementation and training have been completed, and the tagging process is going well. Based on a building occupancy load study, the library has approval from the Town to reduce the south interior entrance from two doors to a single door. This will solve multiple issues at once, and is by far the most cost-effective solution.

10. Design Institute

Mr. Chase will attend the Library Journal Design Institute in Minneapolis on May 9-10. This event is intended to bring library directors and architects together to collaboratively address current issues in library design.

11. Statements of Economic Interest

Statement of Economic Interest forms must be returned prior to May 1.

12. Public Participation Guidelines

The Town Council recently approved guidelines for public participation at Council meetings, which were distributed to the board. Discussion followed.

13. Logo

The library will have a graphic design intern this summer. One focus of the internship will be finalizing a logo for the library. An updated logo was distributed.

14. Illinois Public Library Annual Report (IPLAR)

The 2011 IPLAR was distributed to the board for their approval. This report is required by law, and is a requirement for the Per Capita Grant. The certification form requires the signature of both the President and Secretary of the Board.

15. E-mail

The normalpl.org domain was purchased.

Committee Reports:**Finance**

Mr. C. Sila moved that two payrolls totaling \$134,663.51 and other expenditures of \$67,863.56 be paid. Ms Lewis seconded the motion. The motion carried 6-0.

Personnel

The Personnel committee received input on trustee and Library Director goals.

Buildings and Grounds

None.

Policy

None.

Unfinished Business

Library Board Planning, Goal-Setting and Self-Evaluation: Mr. Chase distributed the goals that he has for April 2011-March 2012.

New Business:

1. **Election of Officers:** Officers for 2011 to 2013 are Joan Steinburg, president; Jess Ray, vice president; Charles Sila, treasurer; Susan Lash, secretary.
2. **Illinois Public Library Annual Report:** Mr. C. Sila moved to approve the annual report, Mr. K. Sila seconded. The motion passed 6-0.
3. **Discovery Room Project:** Mr C. Sila moved that the board approve that the paint budget for the Discovery Room be increased to \$7,000 and give the Director discretionary authority to approve up to \$1,000 of change orders without further board action. Ms Lewis seconded. The motion passed 6-0.
4. **Board Concerns:** The board discussed the Discovery Room renovation.
5. **Executive Session 2(c)(5): Land Acquisition:** At 7:47 p.m., Mr. K. Sila moved to enter an executive session for the purpose of Section **2(c)(5): Land Acquisition** and **Executive Session 2(c)(3): Appointment of Trustee** with the library director in attendance. Ms. Lewis seconded. The motion carried 6-0. The Executive Session ended at 9:15 pm.

Meeting resumed at 9:17 pm.

Mr. C. Sila moved that Herbert Reichelt be appointed as Normal Library Board trustee for a two year term until the next general election. Ms Lewis seconded. The motion passed 6-0.

The meeting was adjourned at 9:20 pm.

The next regularly scheduled meeting will be Wednesday May 25, 2011 at 6pm.

Respectfully submitted,

Susan Lash
Secretary