

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

**April 30, 2014**

Present: Joan Steinburg, President, Susan Lash, Jess Ray, Charles Sila (arrived 6:03) Pamela Lewis, Terry Lindberg and Dawn Wilson. Also present, Brian Chase, library director, John Fischer and Jeanne Moonan.

Ms. Steinburg convened the meeting at 6:00.

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

Mr. Ray moved to approve the minutes of the March 26, 2014 meeting as presented. Ms Lewis seconded. Motion carried 6-0.

Ms. Lash moved that expenditures of \$49,679.07 and two payrolls of \$138,428.79 be paid. Ms Lewis seconded. Motion passed 6-0.

President's Report: None

Director's Report:

**1. Monthly Financial Report**

**Revenue:** The March revenues are up 4.92% from last year.

**Expenses:** The water fountain was successfully replaced and Town staff completed the strip/wax of the Community Room floor. We are considering drainage/plumbing improvements, masonry repair on southwest exterior, and purchasing Smart boards for the Story Hour Room and the Community Room. We successfully completed the fiscal year.

**2. Circulation:** March 2014 circulation was up from March 2013 by 5,906 transactions, an increase of 11.8%. YTD circulation was up 26,708 transactions, an increase of 4.4%.

**3. RFID Transition:** Children's DVDs are now being tagged.

**4. NPL Foundation:** The NPL Foundation will meet on May 15<sup>th</sup>. The board discussed potential candidates.

**5. Main Floor Project:** We continue to work through the design of the main floor and related changes throughout the building. Mr. Chase will meet with the architect on April 28<sup>th</sup> and hopes to finalize the plan at that time. Coordinating the various lead times and schedules will be a challenge. The board discussed purchasing shelving for new items and audio books. A proposal for the purchase of floor coverings, electrical/lighting, and for wall demolition and construction was distributed and discussed. Existing carpeting must be mechanically removed.

**6. University of Illinois / School of Architecture Project:** The students will present their final designs in the NPL Community Room on April 30<sup>th</sup> at 6:30 PM.

**7. Library Planning Committee:** The Library Planning Committee met on April 30<sup>th</sup> to discuss the completed site analysis.

**8. Pixie Freymann Day:** Uptown Gifts & Accessories will be hosting "Pixie Freymann Day" on Friday, May 2<sup>nd</sup>, and offering 10% off of all purchases. Additionally, 10% of proceeds will be donated to the NPL Foundation.

**9. FY 2014 IPLAR:** The completed FY 2014 Illinois Public Library Annual Report was distributed and discussed.

**New Business:**

**Appointment to the Normal Public Library Foundation:** Mr. Lindberg moved to appoint Jane Beal to the Normal Public Library Foundation Board. Mr. Sila seconded. The motion passed 7-0.

**Illinois Public Library Annual Report:** Mr. Sila moved to approve the IPLAR as presented. Ms. Lewis seconded. The motion passed 7-0.

**Insurance Renewal:** Mr. Lindberg moved to approve the insurance packet prepared by Van Gundy as presented. Ms. Lewis seconded. The motion passed 7-0.

**Furniture Purchase:** Mr. Sila moved to waive the formal bidding process and approve the purchase of furniture as proposed at a cost not to exceed \$35,000. Ms. Lewis seconded. The motion passed 7-0.

**Contractual Services:**

Mr. Ray moved to waive the formal bidding process and move forward on modifications to the library at a cost not to exceed \$25,000. Mr. Sila seconded. The motion passed 7-0.

Mr. Sila moved to waive the formal bidding process and move forward with carpet replacement at a cost not to exceed \$40,000. Ms. Wilson seconded. The motion passed 7-0.

The meeting adjourned at 6:35 pm.

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

Respectfully submitted,

Susan Lash  
Secretary