

**Normal Public Library
Minutes of the Board of Trustees
Executive Session: Section 2(c)(5) – Land acquisition
May 28, 2014**

Present: Joan Steinburg, President, Susan Lash, Jess Ray, Charles Sila (arrived 6:30), Pamela Lewis, Terry Lindberg and Dawn Wilson. Also present, Brian Chase, library director, John Fischer, Tori Melican and Jeanne Moonan.

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 April 30, 2014 meeting as presented. Mr. Ray seconded. Motion carried 6-0.

Ms Lash moved that expenditures of \$128,575.75 and two payrolls of \$139,743.36 be paid. Ms Lewis seconded. Motion passed 6-0.

President's Report: There is a retirement reception for Steve Mahrt at the Marriot Friday, May 30th, from 4:00 – 7:00 PM at the Marriott. The remodeling is going well. There should be an article about the remodeling in the Pantagraph soon.

Director's Report:

1. Monthly Financial Report

Revenue: The April revenues are up significantly from last year due to the arrival of the per capita grant check. **Expenses:** Several sprinkler heads had to be relocated at a cost of \$1,750.

2. Circulation

April 2014 circulation was up from April 2013 by 1,976 transactions, an increase of 4%.

3. RFID Transition

Children's DVDs are tagged and being made available. All DVDs and all games, apart from a few that are currently checked out have been tagged.

4. NPL Foundation

The NPL Foundation met on May 15th. Jane Beal accepted her appointment to the Foundation. Election of officers took place at the meeting: Pam Lewis, President; Jane Beal, Vice President; Mike Stivers, Secretary; and Tim Ervin, Treasurer.

5. Main Floor Project

Demolition is complete, and construction is nearly complete. Drywall finishing is currently underway. Some staff have temporarily been relocated upstairs while construction takes place. Expenses are tracking well thus far. The sorter installation has been pushed to the week of July 7th due to a production delay. Public response to the project has been very positive. The library now offers a seed library, a free program where seeds can be "borrowed." This program is supported by volunteers and donations.

6. Board Email Addresses

Mr. Chase reminded board members to check their normalpl.org e-mail address.

7. Library Planning Committee

The Library Planning Committee will meet on May 27th.

8. Steve Mahrt

Steve Mahrt, Corporation Counsel for the Town of Normal, will retire in early June. Steve has been a phenomenal resource in assisting Normal Public Library.

9. Non-resident fee

On an annual basis, Illinois libraries must indicate if they will or will not be participating in the nonresident card program, and, if so, what the fee will be for a non-resident card. This fee indicates the cost for an individual who lives in an area unserved by public libraries to purchase a library card at the nearest qualifying library. Payment of this fee would entitle all members of that same household to an account.

The general mathematical formula to determine the fee is:

$$\frac{\text{Library income from local property taxes}}{\text{Service population}} = \$ \frac{\quad}{\text{capita}}$$

Then: \$/capita X Average Family Size = Cost of family card

For Normal Public Library:

$$\frac{\$3,608,949}{52,497} = \$68.75 \text{ capita}$$

Average Normal Family Size = 2.45

$$\$68.75 \times 2.45 = \$168.44$$

Assuming we wish to continue offering non-resident cards for the coming year, Mr. Chase recommend the cost be set at **\$170.00**.

New Business:

Non-resident User Fee: Mr. Ray moved that the library continue to offer non-resident cards at a cost of \$170.00. Ms. Lewis seconded. The motion carried 6-0.

Executive Session: Executive Session: Section 2(c)(5) – Land acquisition: At 6:30 p.m. Mr. Lindberg moved to enter into executive session for the purpose **Executive Session: Section 2(c)(5) – Land acquisition.** Ms Lewis seconded. The motion carried 7-0. The Executive Session ended at 7:41 pm.

The meeting resumed at 7:41. Discussion was held under Section 2(c)(5) and no action was taken.

The meeting adjourned at 7:43 pm.

The next regularly scheduled meeting will be Wednesday June 25, 2014 at 6pm.

Respectfully submitted,

Susan Lash
Secretary