

Normal Public Library
Minutes of the Board of Trustees

June 24, 2015

Present: Dawn Wilson, Pamela Lewis, Charles Sila, Sarah Grammer and Rebecca Rossi. Also present, Brian Chase, library director, John Fischer, Tori Melican and Jeanne Moonan. Absent: Jess Ray and Terry Lindberg.

Ms. Lewis moved to accept the agenda as presented. Mr. Sila seconded. Motion carried 5-0.

Ms. Lewis moved to approve the corrected minutes of the May 20, 2015 meeting. Ms. Grammer seconded. Motion carried 5-0.

Mr. Sila moved that expenditures of \$80,710.57 and two payrolls of \$143,724.86 be paid. Ms. Lewis seconded. Motion passed 5-0.

Vice President's Report: Terry Lindberg was absent, no report presented.

Director's Report

1. **Monthly Financial Report Revenue:** The May revenues are up 5.78% from last year. **Expenses:** An expenditures report as of June 17 is included in this packet.
2. **Circulation**
May 2015 circulation was up from May 2014 by 3,999 transactions, an increase of 8.6%. YTD circulation is up 3,343 transactions, an increase of 3.4%
3. **NPL Foundation**
Discussion continues on the potential funding of a series of author and music events. Having such funding would allow staff to schedule these series well in advance. Giving Tuesday 2015 may target this initiative. The endowment could ultimately serve as an ongoing source for this funding.
4. **Elevator**
The elevator modernization is tentatively scheduled for October 2015.
5. **Board Email Addresses**
Please regularly check your normalpl.org email addresses and let Brian know if you need any assistance.
6. **Library Board Planning**
Please plan to discuss prioritization of factors in determining an acceptable site for a new facility. For example, what would a successful parking outcome look like? How long will the site potentially serve the residents of Normal? Are we able to effectively and efficiently staff a new facility on the site?
7. **West HVAC**
Coordination of the core drilling portion of this project is progressing.
8. **Community Room**
Two walls in the community room have been repaired, skim-coated and painted. We are awaiting Town Facilities staff to complete the remainder of the work. Condition of the interior footing drains was confirmed positive via a submersible camera. The leak at the southwest corner of the building will be sealed and backfilled with rock to ensure proper drainage.

9. Photocopiers

New staff photocopiers have been installed.

10. Facilities Projects

The east roof drains have been improved. The skylight material on the east building has deteriorated to a point that it needs replaced. We are exploring methods to extend the life of this material.

11. Prevailing Wage

The annual prevailing wage ordinance is on the agenda for your consideration.

Tori Melican shared the summer reading success so far. Currently 4,509 are registered for summer reading. Recent events included a visit from the Illinois State University drum line. Many groups are visiting the library this summer and the children's department has been busy.

Foundation Report:

1. The foundation continues to look for opportunities to support the library with a recent focus on exploring author/music events. A recent meeting was held with Jane Beal to talk about development and planning. Future events may include a lawn social and goal setting.

New Business:

1. Ordinance Establishing Prevailing Wage Rates was reviewed by the board. Mr. Sila motioned to approve the ordinance. Ms. Lewis seconded. Motion carried 4-1.
2. Executive Session: Section 2(c)(5) Land Acquisition. The board decided an executive session was not needed at this time.

Unfinished Business:

1. Strategic Planning: Planning was discussed.
2. Foundation Bylaws: Potential changes to NPL Foundation bylaws need to be considered by the elected trustees.

Ms. Lewis moved the meeting be adjourned. Sarah Grammer seconded. Motion passed 5-0.

The meeting was adjourned at 7:51 p.m.

The next regularly scheduled meeting will be Wednesday, July 29, 2015 at 6:00 p.m.

Respectfully submitted

Dawn Wilson

Secretary