

Normal Public Library
Minutes of the Board of Trustees

Executive Session: Section 2(c)(5) – Land acquisition – as necessary

June 26, 2013

Present: Joan Steinburg, President, Susan Lash, Pamela Lewis (arrived 6:04), Charles Sila, Dawn Wilson: present; Jess Ray, Terry Lindberg: absent. Also present, Brian Chase, library director, John Fischer, Jeanne Moonan and Tori Melican.

Ms Steinburg convened the meeting at 6:00.

Mr. Sila moved to accept the agenda as presented. Ms Lash seconded. Motion carried 4-0.

Ms Wilson moved to approve the minutes of the May 29, 2013 meeting as corrected. Mr. Sila seconded. Motion carried 4-0.

President's Report: None

Director's Report:

1. Monthly Financial Report

Revenue: The May revenues are up 115.58 % from last year, due primarily to property tax revenue arriving earlier than last year. **Expenses:** The postage machine lease is up and the library will purchase a new unit. The library did not renew Serials Solutions (\$8,664) and Chilton's Auto Repair online database (\$2,635) because the library felt usage did not justify the expense.

2. Circulation

May 2013 circulation was down from May 2012 by 557 transactions, a decrease of 1%.

3. RFID Transition

Self-checks continue to see increased use. The self-check software does not currently allow an individual item charge (such as \$1 per DVD), but the library has been told this should be addressed in the next release. Dropping this charge was discussed. The library staff members are now in the process of RFID tagging the entire CD collection.

4. HVAC

Approval letter for DCEO grant for the west HVAC controls has been received. The library will receive \$5,775.00, which is 75% of the project cost.

5. NPL Foundation

The Foundation board will next meet on July 10 and will consider donor levels, fundraising events, annual campaign, and creating a book sale committee. The Foundation has committed to professional graphic design assistance, which could be combined with graphic design for the library.

6. Security Cameras

The library sought NPD's advice on security cameras and determined the library would like to add twenty cameras at this time at a cost of \$10,086.

7. Bike Parking

The library continues using the bike racks on loan from ISU and working with the Town to develop an improved plan for bike parking. Town of Normal Public Works removed the old fence at no cost.

8. Public Photocopiers

The lease on the public photocopiers ends June 30. The library has sought proposals on replacements via both purchase and lease from several vendors. Having looked at our comprehensive printing and copying environment, Mr. Chase recommends purchasing two photocopiers from Watts Copy Systems at a cost not to exceed \$8,500. These will replace the current public photocopiers, and one of the new photocopiers will eventually serve as a public print release station.

9. Laptop Computer Circulation Policy

Kristi Cates, Teen Librarian, mailed a letter (distributed to the Board) to the parents of all teens who were granted computer privileges at registration. The new laptop policy goes into effect July 1, 2013.

Committee Reports:

Finance: Mr. Sila moved that expenditures of \$58,427.47, a \$500,000 transfer to IMET and two payrolls of \$143,395.13 be paid. Ms Lewis seconded the motion. The motion carried 5-0.

Personnel : None

Buildings and Grounds: The fence has been removed.

Policy: None

New Business:

1. **Appointment to NPL Foundation:** Mr. Sila moved to nominate Larry Horvath to serve on the Normal Public Library Foundation board. Ms Lewis seconded. The motion passed 5-0.
2. **Ordinance Establishing Prevailing Wage Rates:** Mr. C. Sila moved that the library adopt the ordinance establishing prevailing wages as determined by the Illinois Department of Labor. Ms Lewis seconded. Roll call vote was taken. Joan Steinburg: yes, Susan Lash: yes, Pamela Lewis: yes, Dawn Wilson: yes, Charles Sila: no; Jess Ray, Terry Lindberg: absent. Motion carried.
3. **Security Cameras:** Mr. Sila moved to approve the purchase of additional security cameras at this time at a cost not to exceed \$10,000 for purchase and installation. Motion carried 5-0.
4. **Photocopiers:** Ms Wilson moved to approve the purchase of two photocopiers at a cost not to exceed \$8,500. Motion carried 5-0.

5. **Graphic Design:** Ms Lewis moved that the Library pursue professional design services at a cost not to exceed \$5,000 of Library funds. Mr. Sila seconded. Motion carried 5-0.
6. **Goals for NPL Foundation:** No additional goals were recommended for the Foundation at this time.
7. **Weapons Policy:** A proposed weapons policy was circulated for discussion. No action will be taken until the State of Illinois passes a concealed carry law.

Ms Steinburg proposed moving to Unfinished Business.

Unfinished Business:

Library Board Planning: Mr. Chase is investigating potential expenses for next year to begin preparing the budget. Possible savings and expenses were discussed.

Ms Melican gave the board an update on the summer reading program. Total registration, including ARKS and the teens' program is 4,405.

Executive Session: Section 2(c)(5) Land Acquisition: At 7:28 p.m., Ms Wilson moved to enter into an executive session for the purpose **Section 2(c)(5) Land Acquisition** . Ms Lewis seconded. The motion carried 5-0. The Executive Session ended at 8:24p.m.

Meeting resumed at 8:24. No action was taken at the executive session meeting.

The meeting was adjourned at 8:25 pm.

The next regularly scheduled meeting will be Wednesday July 31, 2013 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary