

**Normal Public Library**  
**Minutes of the Board of Trustees**

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

July 31, 2013

Present: Joan Steinburg, President, Susan Lash, Pamela Lewis, Terry Lindberg (arrived 6:15), Charles Sila, Dawn Wilson, Jess Ray. Also present, Brian Chase, library director, John Fischer and Jeanne Moonan.

Ms Steinburg convened the meeting at 6:05.

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

Mr. Sila moved to approve the minutes of the June 26, 2013 meeting as corrected. Ms. Lewis seconded. Motion carried 6-0.

President's Report: None

**1. Monthly Financial Report**

**Revenue:** The June revenues are up 8.74% from last year. **Expenses:** Copiers, security cameras and postage machine were purchased, as was a "prosumer" video camera to develop additional video content for the library website.

**2. Circulation**

June 2013 circulation was up from June 2012 by 1,037 transactions, an increase of 1.6%. 4,917 participated in the Summer Reading Program.

**3. RFID Transition**

The 10,300 CDs have been tagged. Now that the CDs are tagged, the discs will be available for self-check. Games will be the next format to get tagged.

**4. NPL Foundation**

The Foundation board met on July 25. They took action to create a Book Sale Committee and to establish a Legacy Society, a program in which a donor commits an annual gift of \$1,000 for ten years. Progress is being made regarding donor levels, fundraising events and an annual campaign.

**5. Former Upstairs Computer Lab**

The space formerly occupied by the adult computer lab will soon be transitioned into a children's space. Due to its location, staff members feel this is the best use of this space. Countertops and wooden shelving were removed, and the library plans to have the room painted to match the other painted areas of the children's department.

**6. Elevator**

The west doors of the elevator are intermittently sticking on the main level. Parts to fully resolve this issue are no longer available. A full conversion to a

more modern elevator would cost approximately \$60,000. Mr. Chase is working to identify any alternative solution.

**7. Rules of Conduct**

Per discussion at the June board meeting, the Rules of Conduct are to be reviewed tonight, specifically looking to address the issue of weapons in the library. Federal law allows police officers, either on or off duty, to carry firearms.

**8. Budget**

We continue working on the budget through March 31, 2019. Mr. Chase would like to schedule a late August meeting with the Finance Committee for budget review.

**9. Work Session**

The work session with Town Council will take place on Monday, August 5, at 5:30pm in the NPL Community Room. Rick McCarthy of StudioGC will present examples of contemporary library facilities, services and community impact. Mr. McCarthy's proposal for a feasibility study is on the agenda. Mr. Chase distributed a site plan for an Uptown library developed at no cost by Trivers. Any solution to the space issues, whether expansion or building a new facility, needs to consider tax payers and users.

**10. Town Council Retreat**

Mr. Chase indicated that future library facility needs was identified as a priority, among many others, at the Town Council retreat.

**11. ALA**

Mr. Chase attended the ALA meeting in Chicago.

**Committee Reports:**

**Finance:** Mr. Sila moved that expenditures of \$44,171.98 and two payrolls of \$151,834.86 be paid. Ms Wilson seconded the motion. The motion carried 7-0.

**Personnel :** None

**Buildings and Grounds:** None

**Policy:** Ms. Wilson and Mr. Chase met July 30, 2013 to go over the policy documents.

**New Business:**

**Rules of Conduct:** No action was taken.

**Architectural Services:** Mr. Ray moved to approve the architectural services proposal from StudioGC as presented. Mr. Sila seconded. The motion carried 7-0.

**Elevator:** Action is deferred while Mr. Chase pursues options.

Ms Steinburg moved to unfinished business

**Library Board Planning:** No discussion at this time.

**Executive Session: Section 2(c)(5) Land Acquisition**

**Executive Session: Section 2(c)(8) Security Procedures**

At 7:28 p.m., Mr. Ray moved to enter into an executive session for the purpose **Section 2(c)(5) Land Acquisition and Section 2(c)(8) Security Procedures** including Mr. Chase as

a guest. Mr. Sila seconded. The motion carried 7-0. The Executive Session ended at 8:24p.m.

Meeting resumed at 8:31. No action was taken at the executive session meeting.

The meeting was adjourned at 8:31 pm.

The next regularly scheduled meeting will be Wednesday August 28, 2013 at 6 pm.

Respectfully submitted,

Susan Lash  
Secretary