

**Normal Public Library
Minutes of the Board of Trustees
NPL Board Room, Lower Level**

August 26, 2015

Members Present: Jess Ray, President, Terry Lindberg, Vice-President, Pam Lewis, Rebecca Rossi, and Sarah Grammer

Members Absent: Charles Sila, Treasurer

Library Staff Present: Brian Chase, Library Director, John Fischer, Adult Services and Circulation Manager, Tori Melican, Children's Services Manager, and Jeanne Moonan, Technical Services and AV Manager

Others Present: Kathleen Lorenz, Normal Town Council

Mr. Ray convened the meeting at 6:05 p.m.

No corrections or additions were made to the agenda.

Mr. Ray moved to approve the corrected minutes of the July 29, 2015 meeting. Mr. Lindberg seconded. Motion carried 5-0.

Mr. Lindberg moved that expenditures of \$53,585.49 and three payrolls of \$229,040.65 be paid. Ms. Lewis seconded. Motion carried 5-0.

Presidents Report:

Mr. Ray announced a \$5,000.00 anonymous donation to the NPL Foundation by a local business in August. On Tuesday, August 25th, Mr. Ray attended the BN Advantage Presentation at Heartland Community College and noted the focus that the initiative placed on quality of life/quality of place and emphasized the importance of NPL in ensuring those. Mr. Ray reviewed a patron's concerns and discussed an action plan for addressing them. The next NPL Book Sale will be September 11-13, 2015.

Public Comment:

Kathleen Lorenz, Town of Normal Council Member, was present and expressed her support for NPL and her interest in learning more about the library.

Director's Report:

1. Monthly Financial Report:
Revenue: The July revenues are up 0.98% from last year. Expenses: An expenditures report as of August 19th was included in the board packet.

2. Circulation:
July 2015 circulation was down from July 2014 by 3,754 transactions, a decrease of 5%. YTD circulation is down 5,003 transactions, a decrease of 2%. Ms. Melican reported the end of a successful 2015 Summer Reading Program with 5,088 registrants.
3. NPL Foundation:
Discussion continues on the potential funding of a series of author and music events. 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. Local businesses will be asked to contribute to the first annual fund. NPL is grateful to have a marketing intern for the current academic year. Some of her duties will include the annual appreciation luncheon and Giving Tuesday.
4. Elevator:
The elevator modernization is tentatively scheduled to begin late October 2015.
5. Board Email Addresses:
Board members should regularly check their normalpl.org email addresses and use those accounts for library related business.
6. Library Board Planning:
The Board's "Minimum Site Requirements for a New Facility" document was reviewed. Ideas for engaging the community were discussed.
7. West HVAC:
Core drilling has been completed. Replacement of HVAC units is underway.
8. Community Room:
Skim-coating, priming and painting of the community room walls have been completed. A few additional vinyl tiles have been removed and re-installed due to cupping.
9. Facilities Projects:
The east roof drains remain more reliable. The skylight material on the east building has deteriorated to a point that it needs replaced. Methods are being explored to extend the life of this material.
10. Budget:
The tentative proposed FY2016-FY2021 budget was reviewed. Mr. Chase shared strategies that have been effective in better retaining part-time employees and should result in reduced hiring costs. Budgeting for future services was discussed.
11. Replacement of Remote Returns:
No estimate has been received yet on the local fabrication of a book return.

12. **Trustee Appointment:**
In response to board member Dawn Wilson's resignation, the board is considering potential candidates for an appointment to the NPL Board until the next election.
13. **Technology Access:**
Due to increasing patron input regarding more open computer use for children, staff recommended modifying the Library Card Policy to allow computer access for all cardholders. Ms. Melican advised the board on the shortcomings of the current Library Card Policy in regards to access for minors. Staff recommended that usage of technology and AV materials by minors be left to the discretion of parents/legal guardians, similar to all other content in the library. Mr. Chase is working with legal counsel to ensure NPL's policies and staff training are appropriate for the library's needs.
14. **3D Printing Policy:**
3D printing at NPL will soon be open to the public. Staff proposed setting reasonable limits on print jobs and not charging for this service in order to keep it barrier free and accessible for everyone. The board worked to amend the language of the proposed policy to give staff flexibility in approving the size of objects being printed.
15. **Cost of Living Adjustment (COLA)**
The Town Council recently approved a 1.63% cost of living adjustment for Town staff. Traditionally, the Library Board has maintained the same salary schedule as the Town and budgeted for such adjustments.

Foundation Report:

The NPL Foundation will meet next on Thursday, September 17 at 6:00 p.m. The second annual Giving Tuesday campaign is coming up.

New Business:

A. Election of Secretary:

Ms. Lewis nominated Ms. Grammer to be the Board Secretary. Ms. Rossi seconded. Motion carried 5-0.

B. Draft Budget:

Mr. Lindberg moved to approve the tentative budget. Ms. Lewis seconded. Motion carried 5-0.

C. 3D Printing Policy:

Ms. Rossi moved to approve the 3D Printing Policy as amended. Ms. Lewis seconded. Motion carried 5-0.

D. Library Card Policy:

Ms. Rossi moved that the subsection regarding minor access to movies, music, games and Internet be removed from the Library Card Policy. Mr. Lindberg seconded. Motion carried 5-0.

E. Cost of Living Adjustment:

Mr. Lindberg moved to adopt a resolution approving a salary schedule adjustment for classified employees to reflect a cost of living adjustment. Ms. Lewis seconded. Motion carried 5-0.

F. Board Communication (Discussion)

The board discussed electronic communication practices.

G. Strategic Planning (Discussion)

The board discussed methods for engaging the public and gathering user input.

H. Executive Session: Section 2(c)(5) Land Acquisition:

No action taken.

I. Executive Session: Section 2(c)(1) Personnel:

At 8:10 p.m., Mr. Lindberg moved to enter into executive session for the purpose of "Executive Session: Section 2(c)(1) Personnel" and to invite senior management to stay for the session. Ms. Lewis seconded. Motion carried 5-0. The executive session ended at 8:25 p.m.

The meeting resumed at 8:25 p.m.

Unfinished Business:

A board vacancy remains and will be addressed again at the next regular board meeting. Letters of interest will be sought through the week prior to the meeting.

Suggested Items for next agenda:

None

Mr. Ray adjourned the meeting at 8:37 p.m.

The next regularly scheduled meeting will be Wednesday, September 30, 2015 at 6:00 p.m.

Respectfully submitted,

Sarah Grammer
Secretary