

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

August 27, 2014

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

Ms Steinburg convened the meeting at 6:07.

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 July 31, 2013 meeting as corrected. Mr. Lindberg seconded. Motion carried 6-0.

Ms Lash moved that expenditures of \$192,090.42 and two payrolls of \$147,682.74 be paid. Ms Lewis seconded. Motion carried 6-0.

President's Report: None

Director's Report:

**1. Monthly Financial Report**

**Revenue:** The July revenues are up 3.29% from last year. **Expenses:** An expenditures report as of August 20th is included in this packet.

**2. Circulation**

July 2014 circulation was up from July 2013 by 4,632 transactions, an increase of 7.2%. YTD circulation was up 11,394 transactions, an increase of 4.9%.

**3. RFID Transition**

The sorter continues to be both a great tool and attraction. Patrons may still return books at the circulation desk, if they prefer.

**4. NPL Foundation**

Jane Beal has proposed a Vision 2020 campaign to enhance library services in Normal.

**5. Main Floor Project**

The new shelving was installed on Tuesday, August 26<sup>th</sup>. Consensus of the board is that the shelves are very nice and allow readers to quickly identify new and popular books.

**6. Board Email Addresses**

Mr. Chase reminded the board to regularly check their normalpl.org email addresses.

**7. Library Planning Committee**

The Library Planning Committee met on July 29<sup>th</sup> and plans to meet again soon.

**8. North Sidewalk**

In late summer or early fall the library will replace the concrete apron at the entrance to our parking lot. At the same time the Town plans to add a sidewalk between the lot entrance and exit.

**9. FY2016-2020 Budget**

The library is now preparing the budget for FY2016-2020, and reviewing all assumptions for FY2015. Distributed to the board was a draft budget, showing projections and actual for FY2014, and adjusted projections for FY2015-FY2020. How to accurately represent OPEB continues to be a challenge. Projections for the "To Library Replacement Fund" will very likely be greater than what is currently shown.

The 2015 budget work session will take place on Saturday, January 24<sup>th</sup>, in the Council Chambers on the fourth floor of Uptown Station. The overview begins at 8:00 AM, followed by the library portion at 8:30 AM. A conference room is reserved for library board planning from 8:30 AM – 3:00 PM.

**10. FY2015 Public Library Per Capita Grant Requirements**

A copy of the FY2015 Requirements for the Illinois Public Library Per Capita Grant was distributed to the board. The board continues to complete the following as part of the application process:

- Review and report progress in meeting Chapter 7, "Collection Management and Resource Sharing," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014;
- At least one board member must attend an informational webinar or in-person session (or view an archive of a session) about The Edge initiative (<http://www.libraryedge.org>).
- All board members must analyze the library's current budget to determine whether revenues and expenditures are sufficient. Based on information gleaned from the analysis and the library's FY2014 Environmental Scan, describe the library's fiscal climate and needs to serve the community.

Our FY2014 Environmental Scan:

"The library's strengths include a supportive board, experienced staff, loyal customer base, high-quality programs and collections, effective and efficient operations, strong relationships throughout the community, and a supportive library Foundation. Weaknesses include a growing space deficit that limits the ability to best serve customers, negative perception of parking and accessibility, and continued architectural compression surrounding the library.

Opportunities include new and stronger positive relationships with customers, elected officials, local businesses and the philanthropic community, the potential loss of bookstores (which would result in the library increasing its role as a place to browse), the loss of school librarians and/or school libraries (which would elevate the school-related role of children's librarians), enhanced inclusion for customers with special needs, additional and more varied promotion of library offerings, and the increased ability of staff to optimize emerging technologies and subsequently provide enhanced programs, collections, and services. Threats

include declining EAV, increased competition for local funding, local economy, Illinois economy, publishing environment, rising costs of acquisitions, decreasing reading scores at local schools, pension funding, and the ability of staff to keep up with new technologies.”

**11. Open Access**

Discussions in preparation for the technology playground have raised a few points regarding access to technology within the library. An "open access" policy would allow for easier introduction of new technologies that are intended for the public to use in the library. The board discussed the pros and cons of open access.

**New Business:**

**DVD Fee:**

The DVD fee structure was discussed.

**FY2016-2020 Budget:**

The budget was discussed. Mr Lindberg moved to accept the FY2016-FY2020 budget as presented. Ms Lewis seconded. The motion passed 6-0.

**COLA:**

Mr. Ray moved to approve the 2.27% cost of living adjustment, effective October 1, 2014. Ms Lewis seconded. The COLA is identical to that passed by the Town of Normal for Town employees. The motion passed 6-0.

**FY2015 Public Library Per Capita Grant Requirements:** The requirements were discussed.

**NPL Foundation Appointment:** No one was put forward for the open position.

**User Survey:** The Illinois Library Association recommends surveying users and community members. The last survey was in 2008. The board discussed surveying the community sometime in the future.

**Open Access:** Discussion will be continued at the next meeting when the board will make a decision.

Tori Melican reported that the fall children’s department schedule is very full. It includes fifteen free art workshops conducted by local artists at no cost to the library, apart from publicity. Several tech programs are planned.

The meeting was adjourned at 7:25pm.

The next regularly scheduled meeting will be Wednesday September 24, 2013 at 6 pm.  
NPL Foundation meeting: September 18, 2014.

Respectfully submitted,

Susan Lash  
Secretary