

Normal Public Library
Minutes of the Board of Trustees
Executive Session: Section 2(c)(5) – Land acquisition
Executive Session: Section 2(c)(8) Security Procedures

August 28, 2013

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

Ms Steinburg convened the meeting at 6:05.

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

Ms Lewis moved to approve the minutes of the July 31, 2013 meeting as corrected. Ms. Wilson seconded. Motion carried 5-0.

President's Report: None

Director's Report:

1. Monthly Financial Report

Revenue: The July revenues are up 7.49% from last year. **Expenses:** We are exploring the possibility of opening up the public space on the main floor by removing twelve walls and adding one new wall. A plan showing these changes was distributed to the board. Approximate cost for the construction portion of the project is \$20,000. Completion of this project would provide a staff space capable of housing a sorter with public induction.

2. Circulation

July 2013 circulation was up from July 2012 by 218 transactions, an increase of 0.003%. YTD circulation was up 1,248, an increase of 0.5%.

3. RFID Transition

All 10,300 CDs have been tagged. Discs are being integrated with the case to allow self-check, and to end the need for retrieval at check-out. CD and DVD shelving have been lowered to create an additional row of storage in each unit. Games will be the next format to get tagged.

4. NPL Foundation

The Book Sale Committee had a very successful sale the first week of August. Their efforts are greatly appreciated! Progress is being made regarding donor levels, fundraising events and an annual campaign.

5. Elevator

Mr. Chase is still pursuing alternative solutions for the issue of the main floor west elevator doors sticking intermittently.

6. FY2014 Illinois Public Library Per Capita Grant Requirements

It is time to prepare the next Per Capita Grant application. The Board must provide input on the Standards Chapter Review, and the Trustees' environmental scan. Mr. Chase listed all the requirements:

Standards Chapter Review: As per the requirements, the library administration and board of trustees must review Chapter 10, 'Marketing, Promotion, and Collaboration' of the most recent edition of Standards for Illinois Public Libraries, provide the date(s) of review and a short narrative discussing the library's progress toward meeting the standards, including any changes that were made as a result of the review. A copy of Chapter 10 was distributed to the Board.

Collaboration and Cooperation: Describe what the library is doing to position itself as a vital service to the community.

Library's Promotion and Programming: Identify promotional tools employed by the library to enhance its image and services to the community. Examples may include, but are not limited to: various media; interactive Web sites; cell phone service delivery; Web 2.0 tools; and social networking such as Facebook, Twitter and blogs.

Trustees: Based on the information gleaned from the environmental scan of the community conducted by the Board, identify the library's strengths, weaknesses, opportunities and challenges in meeting the future needs of the service area.

7. Budget

A draft of the budget was distributed. Currently the library is awaiting the revenue projections from the Town. Mr. Chase was told the EAV will likely decrease approximately 1% in the coming year. The Budget Committee met at 5:00 PM on Wednesday, August 28, to review the proposed budget.

8. OPEB

One budget factor the board must take a position on is OPEB (Other Post-Employment Benefits). GASB (Governmental Accounting Standards Board) requires that the liability be reported, but it is not required to be funded. Most governmental entities, including the Town, deal with OPEB on a pay-as-you-go basis. Andrew Huhn, Finance Director, joined the discussion.

9. DVD Fee

We project the DVD fees will result in approximately \$29,000 in revenue this fiscal year, and in approximately \$10,000 in fines. Eliminating the fee will likely cause a significant increase in DVD circulation, to which we must be prepared to respond accordingly.

10. Personnel Policy

I have included a copy of the personnel policy in this packet for your review. If any changes are desired, they can be made at the meeting.

11. Work Session

The library continues to get feedback regarding our work session. Many residents are excited about the next step for the library, and many are sharing thoughts on how to best move forward. Patron concerns were discussed. The Board and library are actively collecting these opinions and stories of impact through our ask@normalpl.org address.

Committee Reports:

Finance: Ms Lash moved that expenditures of \$97,930.03 and two payrolls of \$154,140.02 be paid. Ms Lewis seconded. Motion passed 5-0.

Personnel: Mary Lou Lawson is retiring September 6, 2013. The earliest that her position can be filled would be November. Ms. Freymann will fill in until then.

Buildings and Grounds: One broken window was replaced. Half of the new security cameras have been installed.

Policy: None.

Tori Melican reported on the summer reading program. The number of participants was 4940 in total, a little less than last year. However, the completion rate of 54% was higher than in the past and participation in the individual activities was up. The current relationship with Unit 5 school district was discussed.

New Business:

Per Capita Grant Requirements: The requirements for the Per Capita Grant were discussed, specifically marketing activities, the marketing checklist and strengths, weaknesses, opportunities and threats. Mr. Lindberg moved to let staff to complete the application taking the Board's input into account. Ms. Lewis seconded. Motion passed 5-0.

OPEB: Mr. Lindberg moved to treat OPEB on a pay as you go basis in the proposed year 2014 and 2015 budget and reconsider OPEB policy annually in consult with the Town Finance Director. Ms Lewis seconded. Motion passed 5-0.

DVD Fee: Eliminating the DVD fee was discussed. This topic was tabled until September's meeting.

2014-2019 Budget: The 2014-2019 budget was discussed. Mr. Lindberg moved to approve the budget as presented, recognizing that there may be minor changes. Ms. Lewis seconded. The motion carried 5-0.

Personnel Policy: Changes to the personnel policy were discussed. Ms Lewis moved to accept the personnel policy as amended and the acknowledgement and disclaimer. Ms Wilson seconded. The motion passed 5-0.

Executive Session: Section 2(c)(5) Land Acquisition and Executive Session: Section 2(c)(8)

Security Procedures: No executive session was held.

Unfinished Business

Library Board Planning: The Board will meet on January 25, 2014 at 8am for the budget review work session, with annual planning to follow.

The meeting was adjourned at 8:51 pm.

The next regularly scheduled meeting will be Wednesday September 25, 2013 at 6 pm.

Respectfully submitted,
Susan Lash
Secretary