

Normal Public Library
Minutes of the Board of Trustees
Executive Session: Section 2(c)(21) 6-month Review of Executive Session Minutes

September 24, 2014

Present: Joan Steinburg, President, Susan Lash, Jess Ray, Pamela Lewis, Charles Sila (arrived 6:20) and Dawn Wilson. Absent: Terry Lindberg. Also present, Brian Chase, library director, Jeanne Moonan and Tori Melican.

Ms Steinburg convened the meeting at 6:00.

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

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

Ms Lash moved that expenditures of \$60,940.12 and three payrolls of \$219,348.27 be paid. Ms Lewis seconded. Motion passed 5-0.

President's Report: The Library Foundation book sale went well.

Director's Report:

1. Monthly Financial Report

Revenue: The August revenues are up 4.72% from last year. **Expenses:** An expenditures report as of September 17 were distributed to the board.

2. Circulation

August 2014 circulation was up from August 2013 by 6,057 transactions, an increase of 12.2%. YTD circulation was up 17,451 transactions, an increase of 6.2%.

3. RFID Transition

The sorter continues to be both a great tool and attraction. The efficiency of the sorter reduces the quantity of book carts we need to own.

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. We have received many compliments on this update, which allows us to use the same area for programming, if necessary. We are awaiting a few replacement shelves.

6. Board Email Addresses

Mr. Chase reminded the board to regularly check their normalpl.org e-mail.

7. Library Planning Committee

Comparative information on peer communities was recently provided to the committee.

8. North Sidewalk

We are still awaiting a firm schedule to 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 FY2016-2020 budget has been entered into Town financial system. A copy of the budget was distributed to the board. Changes since the August board approval are summarized on the first page of the budget.

The 2015 budget work session originally scheduled to take place on Saturday, January 24, will now be moved to an alternate date. The date has not yet been finalized.

10. FY2015 Public Library Per Capita Grant Requirements

The FY2015 Illinois Public Library Per Capita Grant Application was distributed to the board.

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. Pros and cons of an open access policy were discussed.

12. Policy Review

Mr. Chase will work with Ms Wilson to establish a calendar for policy review.

13. Interactive Display Systems

An interactive display system (such as a SMART Board) is highly desired by our programming staff. Staff have investigated the SMART Board and the Sharp AQUOS Board and determined they would like to move forward with the purchase of the Sharp AQUOS Board, which can be used both as an interactive display and as a digital sign. The current budget includes \$15,000 for the purchase of two displays, and \$10,000 for digital signage infrastructure. Mr. Chase proposes using this \$25,000 to purchase three 70" Sharp AQUOS Boards, with one each in the Community Room, Story Hour Room and on the sorter wall. A brochure for this product was distributed to the board.

14. Community Room Floor

Moisture testing has been completed in the southwest corner and the center of the Community Room floor. Results indicate the moisture content is too high for vinyl tile. Mr. Chase continues to attempt to determine if any work is necessary on the south exterior either above or below grade. Approximate cost to demo the current vinyl floor and replace with carpet is \$15,300. Options were discussed.

Committee Reports:

New Business:

Per Capita Grant Application: Ms Lash moved to approve the Per Capita Grant application pending the completion of a final requirement. Ms. Wilson seconded. Motion passed 6-0.

Interactive Display Systems: Mr. Sila moved to purchase three 70" Sharp AQUOS Boards for a price not to exceed \$26,168. Mr. Ray seconded. The motion passed 6-0.

NPL Foundation Appointment: No appointment was put forward.

Unfinished business:

User Survey: The board discussed whether users should be surveyed.

Open Access: Open access was discussed.

Executive Session: Section 2(c)(21) 6-month Review of Executive Session Minutes: At 7:14 p.m.

Ms Steinburg moved to enter into executive session for the purpose **Executive Session: Section 2(c)(21) 6-month Review of Executive Session Minutes.** Mr. Sila seconded. The motion carried 6-0. The Executive Session ended at 7:39 pm.

The meeting resumed at 7:39.

Mr. Ray moved to approve the action taken in the Executive Session that no executive minutes be released. Ms Wilson seconded. Motion passed 6-0.

The meeting adjourned at 7:39 pm.

The next regularly scheduled meeting will be Wednesday October 29, 2014.

Respectfully submitted,

Susan Lash
Secretary