

Normal Public Library
Minutes of the Board of Trustees
September 26, 2012
Executive Session: Section 2(c)(5) – Land acquisition – as necessary
Section 2(c)(1) Personnel
Section 2(c)(11) Litigation
Section 2(c)(21) 6-Month Review of Executive Session Minutes

Members present: Joan Steinburg, President, Jess Ray, Pamela Lewis, Susan Lash, Charles Sila and Brian Chase, Library Director: present; Karl Sila and Herb Reichelt: absent. Also present Jeanne Moonan and Tori Melican.

Ms Steinburg convened the meeting at 6:03 pm.

Mr. C. Sila moved to accept the agenda. Ms Lewis seconded. Motion carried 5-0.

Ms Lewis moved to approve the minutes of the July 26, 2012 and August 29, 2012 meetings as corrected. Mr. C Sila seconded. Motion passed 5-0.

President's Report: None.

Director's Report:

1. Monthly financial report.

Revenue: The August revenues are up 27% from last year, due to earlier collection of property tax revenue. **Expenditures:** We will replace many of the public computers in the near future.

2. Circulation August 2012 circulation was down from August 2011 by 3,920 transactions, a decrease of 7.5%. YTD circulation was up by 8,350 transactions, or 3.1%.

3. RFID transition The new RFID gates are working well.

4. Technology Manager Enoch Kindseth was hired as Technology Manager. Enoch was previously on staff in the AV department, and played a key role in the library's recent technology improvements.

5. HVAC The library continues to evaluate all the variables in the HVAC project, including the 1993 system.

6. Budget Mr. Chase met with the NPL Finance Committee on September 5 to discuss the draft 2013-14 budget. The committee discussed potential changes in revenues, expenses, and in general local economic conditions. The draft 2013-14 budget was posted to the Town's financial system on September 14. He will meet with the Town Budget Committee on October 4. The Town budget work session is set for Saturday, January 26.

Key points from the Finance Committee meeting regarding the 2013-14 budget:

- The equalized assessed value is projected to decrease for the first time in many years.
- Property tax revenue will increase by 4.9% for each of the out years.
- The NPL Foundation will have some smaller-scale, tangible goals.
- We continue to assess our workflows, staffing, and use of technology to operate as efficiently and effectively as possible.
- Our wish-list (new chairs, better signage, more materials, etc.) is long and unfunded.
- We are reducing our inventory of computers and printers.

- Current year revenue includes projected grants for HVAC replacement.

- 7. Per Capita Grant** The completed FY2013 Per Capita Grant application was submitted for board approval.
- 8. Replacement Computers** The library is purchasing 36 new desktop computers to replace old ones.

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$90,096.47 and three payrolls \$218,565.75 of be paid. Ms Lash seconded the motion. The motion carried 5-0.

Personnel

None.

Buildings and Grounds

None.

Policy

None.

Development

The Foundation Communication committee met to discuss publicity and marketing materials. The Development committee discussed possible new members of the Foundation and 501c3 incorporation paperwork.

Unfinished Business:

Library Board Planning: Planning was discussed.

The Lego Block party was written up twice in the Pantagraph, once before the event and once after.

New Business:

Per Capita Grant Application: Mr C. Sila moved to approve the per capita grant application. Ms Lewis seconded. The motion passed 5-0.

2013-2014 Budget: The budget was presented and discussed. Mr. C. Sila moved to approve the 2013-2014 budget as presented. Ms Lewis seconded. The motion passed 5-0.

Executive Session: Section 2(c)(1): Personnel and Section 2(c)(11): Litigation and Section 2(c)(21): 6-Month Review of Executive Session Minutes: At 7:28 p.m., Mr. C.. Sila moved to enter an executive session for the purpose **Session 2(c)(1): Personnel and Section 2(c)(11): Litigation and Section 2(c)(21): 6-Month Review of Executive Session Minutes.** Ms Lewis seconded. The motion carried 5-0. The Executive Session ended at 8:25p.m.

Meeting resumed at 8:27. Mr. C Sila moved to accept the business conducted under the executive session. Ms. Lewis seconded. Motion passed 5-0.

Additional library planning was discussed.

The meeting was adjourned at 8:39pm.

The next regularly scheduled meeting will be Wednesday October 24, 2012 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary