

Normal Public Library
Minutes of the Board of Trustees
October 24, 2012
Executive Session: Section 2(c)(5) – Land acquisition – as necessary
Section 2(c)(1) Personnel
Section 2(c)(11) Litigation

Members present: Joan Steinburg, President, Herb Reichelt, Pamela Lewis, Susan Lash, Charles Sila, Karl Sila (arrived 6:15) and Brian Chase, Library Director: present; Jess Ray: absent. Also present Ruth Reeves, Jeanne Moonan and Tori Melican.

Ms Steinburg convened the meeting at 6:05 pm.

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

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

President's Report: None.

Director's Report:

1. **Monthly financial report.**
Revenue: The September revenues are up 7.59% from last year. **Expenditures:** New public computers have arrived.
2. **Circulation**
September 2012 circulation was down from September 2011 by 3,433 transactions, a decrease of 7.1%. YTD circulation was up by 4,917 transactions, or 1.5%.
3. **RFID transition:** The self-checks should be deployed early next week.
4. **Children's Department Project:** Children's Department staff has a desire to reconfigure their service desk area and their computer lab area. Doing so will allow for additional wall shelving to be installed nearby. The Friends of NPL have generously provided funding for new wall shelving and new AV shelving for the children's area. The Friends are providing up to \$6,500. A total of about \$17,000 is being provided to the library by the Friends for needs over the next several months.
5. **HVAC:** HVAC installation is scheduled to begin the week of October 22. Per Steve Mahrt's recommendation, a performance bond and additional insurance were added to the proposal. Steve also wrote a contract on our behalf. Thermostats and related wiring have been pulled from the Hermes contract, and the library will instead have this work performed by our current controls contractor. Asbestos removal will cost approximately \$4,300.
6. **Per Capita Grant:** The completed FY2013 Per Capita Grant application has been submitted.
7. **NPL Foundation:** The application for tax exempt status has been filed. The NPL Foundation will meet on October 30. Progress has been made in basic branding and communication strategies.
8. **Illinois Library Association Annual Conference:** Several staff attended the ILA exhibits in Peoria. Mr. Chase also attended conference sessions on two days, focusing primarily on management and technology topics. The staff appreciates the opportunity to attend this event.
9. **Bouchercon:** Mari McKeeth recently attended the Bouchercon conference in Cleveland. According to Mari, the conference was an excellent opportunity to discover new authors and titles, as well as new blogs and

websites that promote and review mystery and suspense fiction. She appreciates the opportunity to attend.

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$120,438.70 and two payrolls of \$141,342.37 be paid. Mr. Reichelt seconded the motion. The motion carried 6-0.

Personnel

None

Buildings and Grounds

None

Policy

The Policy committee will be meeting in the next two weeks.

Development

Dissolving the development committee was discussed. This committee was temporary while the Foundation was being formed.

New Business:

NPL Foundation Board Appointment: No appointment was made. There is still one vacancy on the Foundation Board.

Executive Session: Section 2(c)(1): Personnel and Section 2(c)(11): Litigation At 7:25 p.m., Mr. K. Sila moved to enter into executive session for the purpose **Session 2(c)(1): Personnel and Section 2(c)(11): Litigation**. Mr. Reichelt seconded. The motion carried 6-0. The Executive Session ended at 7:37 p.m. Meeting resumed at 7:37.

Unfinished Business: Library Board Planning

Library planning was discussed. Site visits were discussed. It was proposed that the Town council be invited as well as the Town planner.

Petitions are now available for the Library Board of Director positions in the April election.

The meeting was adjourned at 7:54 pm.

The next regularly scheduled meeting will be Wednesday November 14, 2012 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary