

**Minutes of the Board of Trustees
Normal Public Library
October 28, 2015**

Special Presentation: Town of Normal Clerk Wendy Briggs administered the Oath of Office for Adam Rahn at 5:00 pm, prior to the meeting.

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the board room of the Normal Public Library, Normal, Illinois on Wednesday, October 28, 2015. The meeting convened at 5:07 pm, President Jess Ray presiding, and Sarah Grammer, Secretary.

Members Present: Jess Ray, President, Sarah Grammer, Secretary, Pam Lewis, Adam Rahn, and Rebecca Rossi. Charles Sila, Treasurer, joined the meeting at 5:55 pm.

Members Absent: Terry Lindberg, Vice-President

Library Staff Present: Brian Chase, Library Director, John Fischer, Adult Services and Circulation Manager, Tori Melican, Children's Services Manager, and Jeanne Moonan, Technical Services and AV Manager

Review of the Agenda: No corrections or additions were made to the agenda.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the September 30, 2015 meeting. Ms. Rossi seconded. Motion carried 5-0.

Approval of Expenditures: Ms. Rossi moved that expenditures of \$46,999.68 and 2 payrolls of \$140,639.41 be paid. Ms. Grammer seconded. Motion carried 5-0.

President's Report: Mr. Ray welcomed Adam Rahn to the board. He also acknowledged James Vernon Day, October 26, 2015, declared by Governor Bruce Rauner in appreciation for a chess teacher who subdued an attacker at the Morton Public Library earlier in the month. Mr. Ray thanked Ms. Grammer for attending the 2015 Illinois Library Association Conference Trustee Day in Peoria.

Public Comment: None.

Library Director's Report:

1. Monthly Financial Report

Revenue: The September revenues were down 0.08% from last year. Expenses: An expenditures report as of October 14th was included in the board packet.

2. Circulation

September 2015 circulation was down from September 2014 by 1,026 transactions, a decrease of 2%. YTD circulation was down 7,538 transactions, a decrease of 2%.

3. NPL Foundation

The annual appreciation luncheon will take place on Thursday, November 12th, from 11:30 am - 1:00 pm in the NPL Community Room. The goal for Giving Tuesday is \$6,000 to fund a mobile teen maker space.

4. Elevator

The elevator modernization is tentatively scheduled to begin early December 2015. The elevator may be out of service for five weeks.

5. Board Email Addresses

Board members should regularly check their normalpl.org email addresses and use those accounts for library related business.

6. Library Board Planning

A page is being developed on NPL's website to include information related to the continued exploration of a new library facility. The community continues to express interest in a more deliberate engagement with the public via an open house, focus groups, or other opportunities. Rick McCarthy has indicated he would be willing to facilitate such discussions.

7. West HVAC

Replacement of the west HVAC system continues.

8. Community Room

Monitoring of the vinyl tile continues in order to determine if it will need to be removed. Vinyl base will not be installed prior to that determination.

9. Facilities Projects

The east roof drains remain more reliable. The skylight material on the east building has deteriorated to a point that it needs replaced. Methods to extend the life of this material are being explored.

10. Budget

Mr. Chase met with the Town Budget Committee and reviewed the proposed library budget. The Property tax revenue projections have decreased since the draft budget was approved.

11. Replacement of Remote Return

Work is being done with the property owners of the Shoppes at College Hills to finalize placement of the larger return.

12. Library Planning Committee

The Library Planning Committee met on Wednesday, October 21st. Members from the NPL Board expressed the need for more space and flexibility in designing and funding an appropriate library in Uptown Normal, and members from the Town Council were receptive to making some modifications to the Uptown 2.0 plan. The library board emphasized the desire to be very intentional in making design choices in order to address patron concerns and create an experience that is safe, intuitive, and accessible for everyone.

13. Technology Access

Letters regarding the change in computer and media access have been sent to parents.

14. Per Capita Grant Application

Mr. Chase is preparing the library's application for the FY2016 Illinois Public Library Per Capita Grant. He provided an assessment of where the library stands in regards to the Technology Standards Review.

15. Bookmobile Exploration

Library Director Brian Chase, as well as managers John Fischer and Tori Melican and trustees Sarah Grammer and Rebecca Rossi, attended the Association for Bookmobile and Outreach Services Conference in St. Charles, Illinois. They learned about bookmobile and outreach programming and toured a variety of bookmobiles.

Foundation Report:

The NPL Foundation will meet on November 19th at 6:00 pm.

New Business:

A. Per Capita Grant Requirements (Discussion)

Library administration and board of trustees reviewed Chapter 5, "Technology," of Serving our Public 3.0: Standards for Illinois Public Libraries, 2014, and discussed the library's successes and opportunities related to these standards. Library staff and board reviewed the completed Edge Assessment and discussed possible related initiatives. Trustees discussed funding and strategy in delivering educational programs and training opportunities for patrons. The final Per Capita Grant application will be considered at the November 18th board meeting.

B. Strategic Planning (Discussion)

The board discussed the possibility of drafting a RFQ for library architects on a site design.

Unfinished Business: None.

Suggested Items for Next Agenda:

Discussion regarding changing the start time of regular board meetings from 6:00 pm to 5:00 pm.

Adjournment: The meeting was adjourned at 6:18 pm.

The next regularly scheduled meeting will be Wednesday, November 18, 2015 at 6:00 pm.