

Normal Public Library
Minutes of the Board of Trustees
November 14, 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, Pamela Lewis, Susan Lash, Jess Ray, Charles Sila, Karl Sila (arrived 6:15) and Brian Chase, Library Director: present; Herb Reichelt : absent. Also present Ruth Reeves and Jeanne Moonan.

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 October 24, 2012 meetings. Ms Lewis seconded. Motion passed 5-0.

President's Report: None.

Director's Report:

1. Monthly financial report.

Revenue: The October revenues are up 7.24% from last year.

2. Circulation

October 2012 circulation was down from October 2011 by 35 transactions, a decrease of .0007%. YTD circulation was up by 4,882 transactions, or 1.3%.

3. RFID transition

One self-check has been deployed at the circulation desk. The library will operate with only one for a few weeks so we can identify and remedy anything unexpected. Design Streak is looking at the screens of the self-check to see if there are ways make them more user friendly and incorporate the library logo.

4. Children's Department Project

The children's department will reconfigure their service desk area and their computer lab area to allow for additional shelving capacity for books and AV. This will likely take place in December. There will also be some reconfiguring of the inspirational, teen and Friends sale areas.

5. HVAC

HVAC installation is progressing well. Cutover to the new system is scheduled to take place the week of November 26. Young America has graciously agreed to allow the library to place a construction dumpster in their parking lot to accommodate the removal of our old system.

6. NPL Foundation

The application for tax exempt status has been filed. The NPL Foundation met on October 30. Progress has been made in basic branding and communication strategies, and in the exploration of accounting and fundraising software.

7. Development Committee

At the most recent board meeting, the future necessity of the Development Committee was discussed. This issue has been placed on the agenda for board consideration.

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$18,932.37 and two payrolls of \$133,029.09 be paid. Ms Lewis seconded the motion. The motion carried 6-0.

Personnel

None

Buildings and Grounds

None

Policy

None

Development

None

New Business:

NPL Foundation Board Appointment: Mr. Ray moved to appoint Elaine Goldfarb to the Foundation Board. Ms Lewis seconded. The motion carried 6-0.

Development Committee: Ms Lewis moved to disband the development committee. Mr. Sila seconded. The motion carried 6-0.

Unfinished Business:

- Library Board Planning: Mike Sebald, Mercy Davison, Jeanne Moonan, Tori Melican and Mr. Chase visited other libraries.
- The Friends' book sale grossed \$6,350.
- Planning for a future library was discussed. It was proposed that a new facility could function as an emergency response location.
- A Library Board planning retreat is scheduled for January 26, 2013 after the Town of Normal budget meeting.

Executive Session: Section 2(c)(1): Personnel and Section 2(c)(11): Litigation At 6:50 p.m., Mr. K. Sila moved to enter into executive session for the purpose **Section 2(c)(1): Personnel and Section 2(c)(11): Litigation**. Ms Lewis seconded. The motion carried 6-0. The Executive Session ended at 7:35 p.m.

Meeting resumed at 7:35. Library staffing structure issues were discussed, motivated by the retirement of Ruth Reeves on December 31, 2012.

The meeting was adjourned at 8:20 pm.

The next regularly scheduled meeting will be Wednesday December 19, 2012 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary