

**Normal Public Library**  
**Minutes of the Board of Trustees**  
**Executive Session: Section 2(c)(5) – Land acquisition**

November 20, 2013

Present: Joan Steinburg, President, Susan Lash, Charles Sila, Pamela Lewis and Jess Ray: Present. Terry Lindberg and Dawn Wilson: Absent. Also present, Brian Chase, library director, John Fischer and Jeanne Moonan.

Ms Steinburg convened the meeting at 6:00.

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

Mr. Sila moved to approve the minutes of the Oct. 30, 2013 meeting as corrected. Ms Lewis seconded. Motion carried 5-0.

President's Report: The Ad Hoc committee met. Ms Steinburg and Ms Lewis attended the Illinois Prairie Community Foundation Awards.

Director's Report:

**1. Monthly Financial Report**

**Revenue:** The October revenues are up 7.03% from last year. **Expenses:** Adding a wooden dumpster enclosure and 4' chain link fence to protect the west AC units will increase the fence project cost from \$5,550 to \$9,150.

**2. Circulation**

October 2013 circulation was up from October 2012 by 4,689 transactions, an increase of 9.36%. YTD circulation was up 21,498, an increase of 5.94%.

**3. RFID Transition**

DVDs continue to get tagged.

**4. NPL Foundation**

NPL Foundation will sponsor an appreciation luncheon for library volunteers, staff and supporters on Tuesday, December 10 in the NPL Community Room. Annual appeal letters will go out in the near future.

**5. Town Financial Software**

The Town is investigating the replacement of their financial software to take place in the next couple of years. Based on transaction history, the library's estimated portion of this cost will be \$30,000 per year for both FY 2014-15 and FY2015-16. Finance will update our budgets accordingly.

**6. Main Floor Project**

We will begin design work with Product Architecture on November 26.

**7. Board Email Addresses**

Board member e-mail addresses are now posted on our website.

**8. Board Bylaws**

Board Bylaws will be on the December agenda for board consideration, per the discussion regarding standing committees. Current bylaws were distributed.

**Committee Reports:**

**Finance:** Mr. Sila moved that expenditures of \$40,503.91 and two payrolls of \$148,801.53 be paid. Ms Lash seconded. The budget was discussed. Motion passed 5-0.

**Personnel:** None.

**Buildings and Grounds:** None.

**Policy:** None.

**New Business:**

Alternatives for fencing around the AC units were discussed. No action was taken at this time.

**Unfinished business:**

Library planning was discussed.

The meeting adjourned at 7:25 pm.

The next regularly scheduled meeting will be Wednesday December 18, 2013 at 6pm.

Respectfully submitted,

Susan Lash  
Secretary