

**Normal Public Library
Minutes of the Board of Trustees
December 17 2014**

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

Ms Steinburg convened the meeting at 6:00.

Mr. Sila moved to accept the agenda as presented. Ms Lewis seconded. Motion carried 6-0.

Ms Lewis moved to approve the minutes of the November 17, 2014 meeting as presented. Mr. Sila seconded. Motion carried 6-0.

Mr. Sila moved that expenditures of \$79,662.87 and two payrolls of \$138,825.88 be paid. Ms Lash seconded. Motion passed 6-0.

President's Report: Ms Steinburg was very pleased with the results of Giving Tuesday.

Director's Report:

1. Monthly Financial Report

Revenue: The November revenues are up 1.07% from last year.

Expenses: An expenditures report as of December 10th was distributed.

Mr. Chase is continuing to get prices on repairing the elevator. Modernizing the elevator will cost approximately \$100,000. Downtime will be five weeks. The water heater for the east part of the building needs upgrading.

2. Circulation

November 2014 circulation was up from November 2013 by 556 transactions, an increase of 0.01%. YTD circulation was up 23,812 transactions, an increase of 5.5%. Laptop usage is now shown within the summary of all public computer usage, rather than as a circulation measure.

3. NPL Foundation

Congratulations to the NPL Foundation on a very successful Giving Tuesday, during which they raised \$4,700.50 to provide initial funding for the children's Technology Playground! The Foundation is in need of one additional board member and will next meet on January 15th.

4. Town Council Tour

We received very positive feedback from the Council after their tour of the "new" main floor.

5. Library Planning Committee

There is no update regarding the Library Planning Committee.

6. Board Email Addresses

Mr. Chase reminded the board members to check their normalpl.org email addresses.

7. FY2016-2020 Budget

The budget work session has officially been rescheduled to Thursday, January 15th, from 12:00 to 5:45 PM in the Council Chambers, with the library portion taking place at 12:30-12:45. Per

board direction, we will cancel the board planning that was scheduled for January 24th, and instead complete annual planning during regular board meetings in early 2015.

8. Policy Review

Library management will complete a review of policies and share recommendations with Ms Wilson prior to the February board meeting, at which they will request additional input and approval.

9. Technology Playground

The former upstairs computer lab continues to be converted into the new home of children's AV materials. The former children's AV area will become the new technology playground.

10. Community Room Floor

Mr. Chase is in the preliminary stages of addressing a long-term solution to the community room floor moisture issue. There is an issue with the flashing having not been installed correctly and the grading. It will cost about \$7,200 to work with an architect to design a solution.

11. Kathy Packard Retirement

Kathy Packard announced she will be retiring from NPL on February 20th, with over 18 years of service. Kathy is a fantastic cataloger and will be dearly missed. We wish her the best in her retirement!

12. Snow and Ice Removal

Mr. Chase has been discussing with Heartland Parking to clean snow and ice from the College Ave. and Fell Ave. sidewalks as well as the north entrance.

Personnel Committee: Forms were handed out for the director's annual evaluation. They are due to Susan Lash by January 16, 2015 for review at the January 28, 2015 meeting.

New Business:

NPL Foundation Appointment: No one was put forward at this time. Names were discussed.

Unfinished business:

Mr. Sila commented on the presentation by Farr Associates at the November 17, 2014 meeting: *They started by saying they advocate for car free urban areas with 1910 tenement type housing (housing is my personal interpretation).*

They told us honestly what their starting point was. They pointed out what they considered three potential sites in or near Uptown Normal.

The board advised Farr that our patrons' highest concern, even before the building, was close, safe, accessible parking.

In a later presentation to the Town Council, Farr advocated turning part of the already crowded parking deck, used by library patrons, into a grocery store. They further advocated designating parking spaces solely for use by grocery patrons.

In my opinion, Farr's opinions and goals are directly contrary to the needs and desires of library patrons.

For these reasons I would advocate the Normal Public Library have no further dealings with Farr Associates and seek counsel and advice from someone who actually listens to the Library Board and works to advance the needs and desires of our patrons.

Discussion followed.

Executive Session: Land Acquisition (discussion): At 7:18 p.m. Ms Lewis moved to enter into executive session for the purpose **Executive Session: Section 2(c)(5) Land Acquisition.** Mr. Sila seconded. The motion carried 6-0. The Executive Session ended at 8:15 pm. The meeting resumed at 8:15. Ms Steinburg adjourned the meeting at 8:17.

The next regularly scheduled meeting will be Wednesday January 28, 2015 at 6pm.

Respectfully submitted,

Susan Lash
Secretary