

Normal Public Library  
Minutes of the Board of Trustees  
December 19, 2012  
Executive Session: Section 2(c)(5) – Land acquisition – as necessary  
Section 2(c)(1) Personnel  
Section 2(c)(11) Litigation

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

Mr. Ray convened the meeting at 6:04 pm.

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

Mr. C. Sila moved to approve the minutes of the November 14, 2012 meetings. Ms Lewis seconded. Motion passed 6-0.

**President's Report:** Joan Steinburg, board president is out recovering from surgery. The board wishes her well. Mr. Ray had a conversation with the librarian at ISU Milner Library. They are in talks with Normal schools. The thought is to coordinate collections and balance community needs.

**Director's Report:**

**1. Monthly financial report.**

**Revenue:** The November revenues are up 4.92% from last year. **Expenses:** A projected surplus from the part-time salaries line was transferred to the contractual line to help cover various contractual expenses. This transfer is not yet reflected in the expense report in this packet. The expense report shows a negative balance in the contractual line, which was the result of a Town payment being inadvertently paid out of the library budget. Town Finance is correcting this payment.

**2. Circulation**

November 2012 circulation was down from November 2011 by 1,671 transactions, a decrease of 3.5%. YTD circulation was up by 3,211 transactions, or 0.8%.

**3. RFID transition**

Several minor variables have been modified to optimize use of the self-check, which continues to increase. The three remaining self-check stations will be deployed soon. State Tech on-line magazine will include the NPL in an article on RFID.

**4. Children's Department Project**

The children's department reconfiguration is going well. This change has resulted in greater capacity for shelving and circulating materials. The wall shelving is scheduled to arrive in early January. Customers are enjoying the more open layout.

**5. HVAC**

HVAC installation is progressing well, and the transition should be complete next week.

**6. NPL Foundation**

The Foundation received a \$6,000 gift in memory of Sally Israel. This gift will be instrumental in moving the Foundation forward.

**7. Ruth Reeves**

Ruth will retire at the end of this month. She has done so much for the library during her nearly 34 year career. We will dearly miss Ruth, and wish her a happy and healthy retirement. We will celebrate Ruth and her career on Saturday, January 5, 2013, from 1-3 PM in the NPL Community Room.

With Ms. Reeves' departure, changes may take place in the staff structure. Management has not made any decisions, but are discussing.

**Committee Reports:**

**Finance**

Mr. C. Sila moved that expenditures of \$40,285.81 and two payrolls of \$144,068.22 be paid. Ms Lewis seconded the motion. The motion carried 6-0.

**Personnel**

The personnel committee wishes to thank Ruth Reeves for her 34 years of service.

**Buildings and Grounds**

The Children's area rearrangement looks wonderful. Both patrons and staff are happy with the new layout. Many thanks to Tori and her staff for their ideas and assistance.

**Policy**

None

**Unfinished Business – Library Planning**

Mr. Chase thanked the board for their services. He and the staff presented the board members with Barnes and Noble gift cards (\$25).

Rick McCarthy and Mr. Chase discussed the space needs for a future library.

Ms. Lewis, Mike Sebald, Mercy Davison, Jeanne Moonan, Tori Melican and Mr. Chase visited several libraries in the Chicago area. Additional library visits were discussed.

Potential locations for the January 26, 2013 planning retreat were discussed.

Ruth Reeves thanked the board. She loves the library and the patrons and will miss everyone.

**New Business:**

**Executive Session: Section 2(c)(1): Personnel and Section 2(c)(11): Litigation** At 7:35 p.m., Mr. Reichelt moved to enter into executive session for the purpose **Session 2(c)(1): Personnel and Section 2(c)(11): Litigation**. Ms Lewis seconded. The motion carried 6-0. The Executive Session ended at 7:45p.m.

Meeting resumed at 7:46.

The meeting was adjourned at 7:48 pm.

The next regularly scheduled meeting will be Wednesday January 30, 2013 at 6 pm.

Respectfully submitted,

Susan Lash  
Secretary