

**Normal Public Library
Minutes of the Board of Trustees**

October 29, 2014

Present: Joan Steinburg, President, Pamela Lewis, Charles Sila, Terry Lindberg, Dawn Wilson. Absent: Jess Ray. Also present, Brian Chase, Library Director, John Fisher, Pixie Freymann, Tori Melican, Kristi Cates, and Jeanne Moonan.

Ms. Steinburg convened the meeting at 6:00.

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

Mr. Sila moved to approve the minutes of the September 24, 2014 meeting. Ms. Lewis seconded. Motion carried 5-0.

Mr. Sila moved that expenditures of \$78,722.20, a Kyocera printer \$1,756.00 and two payrolls of \$136,716.42 be paid. Mr. Lindberg seconded. Motion passed 5-0.

President's Report: Thank you to all of the staff for library improvements including the new art gallery.

Director's Report:

1. Monthly Financial Report

Revenue: The September revenues are up 1.45 % from last year. **Expenses:** An expenditures report as of October 22nd is included in this packet.

2. Circulation

September 2014 circulation was up from September 2013 by 4,089 transactions, an increase of 8.5%. YTD circulation was up 21,540 transactions, an increase of 6.6%.

3. NPL Foundation

The NPL Foundation will sponsor the annual appreciation luncheon on Wednesday, November 12th, from 11:30 - 1:00. The foundation will meet on Thursday, November 20th, at 6:30 PM.

4. Main Floor Project - Grand Opening Celebration

The public art exhibit is installed, and currently displays works by Rick Harney, Phil Smith and Ed Burton. The Aquos boards were installed on October 22nd. We are planning a grand opening celebration of the main floor renovation to take place the afternoon and evening of Wednesday, November 12th.

5. Library Planning Committee

There is no update regarding the Library Planning Committee.

6. Board Email Addresses

Please regularly check your normalpl.org email addresses and let me know if you need any assistance.

7. North Sidewalk

We are still awaiting a firm schedule to replace the concrete apron at the entrance to our parking lot. At the same time the Town plans to add a sidewalk between the lot entrance and exit.

8. FY2015 Public Library Per Capita Grant Requirements

The FY2015 Illinois Public Library Per Capita Grant Application has been submitted.

9. 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. The Town reduced the library's proposed property tax levy for FY2016-FY2020 by \$232,000 each year. The breakdown of the library's portion of the new financial software system has changed slightly, though it still amounts to \$45,000 split between FY2015 and FY2016. The change moved \$6,000 of the \$45,000 from the Computer Hardware and Software line to the Contractual Services line.

10. Policy Review

Brian will work with Dawn to establish a calendar for policy review.

11. Technology Playground

We have prepped and painted the former upstairs computer lab in preparation for this space to become the new home of children's AV materials. The current children's AV area will become the new technology playground.

12. Community Room Floor

We are in the preliminary stages of addressing a long-term solution to the community room floor issue.

13. Town Council Tour

Mark Peterson suggested we provide a tour of the renovated space for the Town Council. We will do so on Monday, November 17th, at 5:30 PM.

14. November Meeting Date

It appears there is interest by the board in switching the Wednesday, November 19th, regular board meeting to Monday, November 17th, at 6:30 PM or 7:00 PM.

Committee Reports: None

New Business:

Outreach Activities (Presentation by NPL Staff): Staff presented outreach information for children, teen and senior outreach activities.

NPL Foundation Appointment: No appointment was put forward.

November 2014 Meeting Date: Mr. Lindberg moved to change the meeting date for the board to Monday, November 17, 2014 @ 7:00 p.m. Mr. Sila seconded. The motion passed 5-0.

Unfinished Business:

None

The meeting adjourned at 7:51 p.m.

The next meeting will be Monday, November 17, 2014.

Respectfully submitted,

Dawn Wilson