

Normal Public Library
Minutes of the Board of Trustees
July 27, 2011
Executive Session: Section 2(c)(5) – Land acquisition – as necessary

Members present: Joan Steinburg, President, Herb Reichelt, Pamela Lewis (6:05), Jess Ray, Charles Sila, Susan Lash, Karl Sila and Brian Chase, Library Director. Also present Jeanne Moonan, Tori Melican, Ruth Reeves, Lolita Netter, Meghan Listek and Rachael Vallender.

Ms Steinburg convened the meeting at 6:00.

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

Mr. C Sila moved to approve minutes of the June 22, 2011 meeting. Mr. Reichelt seconded. Motion carried 6-0.

President's report: Ms Steinburg welcomed Rachael Vallender, the new library intern. The Ad Hoc committee met with Jason Chambers and the suggestion was made that the library board meet with the Town of Normal council, perhaps in the fall.

Rick McCarthy, library architect, presented on several library projects his firm, PSA Dewberry has been involved with. They have worked on over 200 libraries and are currently working with the Peoria Library. He discussed trends, changes in patron needs and gave an overview of master planning.

Library Director's Report:

1. Monthly financial report.

Revenue: The June revenues are up 8.67% from this time last year. **Expenditures:** Two additional plastic barricade signs with removable inserts were purchased to use at off-site events. The signs read, "Normal Public Library Activity Here" and include arrows to direct customers to library events. The security camera system may have to be upgraded in the near future.

2. Parking and Circulation

June 2011 circulation was down from June 2010 by 2,789 transactions, or 3.8%. YTD circulation was down 3,581 transactions, or 2.2%.

Signs directing overflow parking to the Fell and Mulberry lot were removed early by the new towing company who will service the Young America lot. The library will have use of the lot through July 31st.

3. Discovery Room Project

The Discovery Room opened on July 5th. The response to the new space has been very positive. Tori has identified a "Crooked House" to place in the center of the room. Estimated total cost, including shipping, is \$2,864. An image of the house was distributed to the board.

4. Reaching Across Illinois Library System (RAILS)

The switch to RAILS has not yet affected our operations in any noticeable way.

5. Space Optimization/Master Planning/Conceptual Designs

A meeting with the ad hoc library master planning committee took place on June 23rd. We look forward to a possible joint meeting between the Town Council and the board to discuss potential locations of the library in the Uptown area. Optimization of the current site was supported.

6. RFID transition

RFID tagging continues to progress.

7. Per Capita Grant Requirements

The FY2012 Illinois Per Capita Grant requires the board to review chapter 2, "Governance and Administration," of the most recent edition of Standards for Illinois Public. The board must "provide the date(s) of review and provide a short narrative discussing the library's progress towards meeting the standards, including any changes made as a result of this review."

The board must also discuss how the library can strengthen community collaboration and cooperation, how the per capita grant has "enabled the library to initiate or enhance library services," and analyze recent revenues and determine if any additional potential funding sources exist.

8. Normal Public Library Foundation

The Development Committee met on July 20th to discuss articles of incorporation and by-laws for the NPL Foundation. Mr. Chase has since worked with Steve Mahrt regarding the committee's questions and comments

9. Logo and Branding

The library continues to implement the new logo and branding scheme. Rachael has developed a new library card design and working to design lanyards and name badges for staff and volunteers, a banner and table skirt for off-site programs, graphics for the van, and new posters to hang in the library.

10. Drive-Up Book/AV Return

The library wants to replace the drive-up book return at the library. Rather than continuing with a walk-up AV return, the plan is to purchase a drive-up combination book/AV return and remove the walk up return. Mr. Chase has requested a quote for this return in combination with our previous quote for the returns to be placed at Shepard Park. Total cost for the three returns now stands at \$13,337, which he is attempting to get reduced.

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$102,918.82 and two June payrolls of \$145,630.03 and two May payrolls of \$140,997.41 be paid. Mr. Ray seconded the motion. The motion carried 7-0.

Personnel

None

Buildings and Grounds

The library has received several positive comments about the new Discovery Room.

Policy

None

Development

The development committee has been working on the bylaws and articles of incorporation for the foundation

Tori Melican, children's librarian, presented on the summer reading program. The summer activities are done. Over 4,400 children and 550 teens participated in the program. The Discovery Room has been very active. The official opening is scheduled for September 10.

New Business:

1. **Drive up book and AV return:** Mr. Ray moved that the library purchase three book returns for an amount not to exceed \$13,000. Ms. Lewis seconded. The motion passed 7-0.
2. **Discovery room furniture:** Mr. C. Sila moved that the library purchase a Crooked House playhouse at a cost not to exceed \$3,000. Mr. Reichelt seconded. The motion passed 7-0.
3. **Normal Public Library Foundation:** Mr. C. Sila moved to approve the articles of incorporation and the bylaws of the Normal Public Library Foundation as amended. Ms. Lewis seconded. The motion passed 7-0.
4. **Board Concerns:** None.

Unfinished Business: Governance and Administration was discussed.

The meeting was adjourned at 8:45 pm.

The next regularly scheduled meeting will be Wednesday August 31, 2011 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary