

Normal Public Library
Minutes of the Board of Trustees
December 14, 2011
Executive Session: Section 2(c)(5) – Land acquisition – as necessary

Members present: Joan Steinburg, President, Pamela Lewis (arrived 6:08), Jess Ray, Charles Sila, Susan Lash, Karl Sila (arrived 6:08) and Brian Chase, Library Director. Absent: Herb Reichelt. Also present: Jeanne Moonan, Tori Melican, Ruth Reeves and Megan Listek.

Ms Steinburg convened the meeting at 6:00.

Mr. C Sila moved to accept the agenda. Mr. Ray seconded. Motion carried 4-0.

Mr. C Sila moved to approve minutes of the November 16, 2011 meeting. Mr. Ray seconded. Motion carried 4-0.

President's report: Ms Steinburg reported that the Library staff Christmas party was a great success.

Library Director's Report:

1. **Monthly financial report.**

Revenue: The November revenues are up 14.89 % from this time last year. **Expenditures:** Plumbing repairs were required for the basement water fountain and 2nd floor restroom sink. A sink in the main floor men's restroom was repaired and will require additional structural support in the future. Electrical repairs were required for the in-ground lights on the south side of the building and the light which shines on the flag pole. The sixteen in-ground lights were abandoned due to their susceptibility to get leaves and debris in the fixtures. The library is awaiting an estimate to place eight LED fixtures on the south side of the building, and one LED fixture on the east side. These fixtures will likely cost approximately \$100 each, plus installation. A grant may be available to fund a portion of this project.

The library soon will replace our firewall and network switches. The firewall is end-of-life, and the switches need to be replaced with POE (power over Ethernet) to support the VOIP system that will replace our current phone system. Estimated costs are \$3,069 for the firewall and \$21,287 for materials related to the switches. Installation is estimated to cost \$8,880.

2. **Parking and Circulation**

November 2011 circulation was up from November 2010 by 1,492 transactions, or 3.26%. YTD circ was up 4,037 transactions, or 0.98%.

3. **Strategic Planning**

A proposal for professional services related to the optimization of our current facility was discussed. The goal of this process is to define how to most efficiently use the space the library currently has to best meet the needs of customers, and to identify any public space that might be gained

4. **RFID transition**

RFID tagging continues to progress. Additional quotes for RFID gates have been received. Unit 5 will take the display case that must be removed in order to accommodate the new gates.

5. **Personnel Policy**

The Personnel Policy was submitted for board approval. The policy is based on the Town policy and will likely be updated fairly regularly from this point forward.

6. **Shepard Park Drive-Up Returns Installed**

The new drive-up returns have been installed at Shepard Park, and are located on the west side of the parking lot. Many thanks to Parks and Recreation staff for installing these.

7. **Appreciation cards from the staff were given to each board member.**

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$45,638.68 and two payrolls of \$145,138.43 be paid. Ms Lewis seconded the motion. The motion carried 5-0, with one abstention.

Personnel

Director assessments need to be returned to Susan Lash by January 10, 2012. The board will meet in January to discuss goals for the director, staff, board and library.

Buildings and Grounds

The sidewalk was fixed and the planters decorated for the holidays.

Policy

The committee met on December 13, 2011 to complete the new personnel policy. The board will vote whether to approve the policy at the January 18, 2012 meeting.

Development

The development committee met December 13, 2011 to continue to consider potential foundation board members.

New Business:

1. **NPL Foundation Board Appointments:** None
2. **Space Optimization:** A proposal by Tiffany Nash of product architecture + design was discussed. Mr. C. Sila moved to waive the customary bidding process to have a renovation feasibility study done by product architecture + design, not to exceed a cost of \$11,500. Ms Lewis seconded. The motion passed 6-0.
3. **Board Concerns:** None

Unfinished Business: Library Board Planning: no additional discussion. An executive committee meeting is scheduled for January 18, 2012.

The meeting was adjourned at 7:20pm.

The next regularly scheduled meeting will be Wednesday January 18, 2012 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary