

Normal Public Library
Minutes of the Board of Trustees
April 25, 2012
Executive Session: Section 2(c)(5) – Land acquisition – as necessary

Members present: Joan Steinburg, President, Pamela Lewis (arrived 6:09), Jess Ray, Charles Sila, Susan Lash, Karl Sila, Herb Reichelt (arrived 6:17) and Brian Chase, Library Director. Also present Jeanne Moonan, Tori Melican and Ruth Reeves.

Ms Steinburg convened the meeting at 6:00.

Mr. C Sila moved to accept the revised agenda. Mr. K. Sila seconded. Motion carried 5-0.

Mr. Ray moved to approve the minutes of the March 28, 2012. Mr. C. Sila seconded. Motion carried 5-0.

President's report: Ms Steinburg reminded the board that economic interest statements must be returned by April 30.

Directors report:

1. Monthly financial report.

Revenue: The March revenues are up 5.32% from this time last year.

Expenditures: The library hopes to install new RFID gates, staff stations, and self-checks prior to summer reading.

2. Parking and Circulation March 2012 circulation was down from March 2011 by 18 transactions. YTD circulation was up 10,148 transactions, or 1.7%.

3. RFID transition The library is going ahead with the next phase of RFID implementation.

4. Foundation The first Foundation meeting is tentatively set for May 2012.

5. Library Planning Rick McCarthy is developing a plan and schedule to update the assessments.

6. Statements of Economic Interest Statements of Economic Interest were sent to board members. These must be returned no later than April 30, 2012.

7. Open Meetings Act Training Board members who wish will meet Monday, April 30 to complete the open meeting act training.

8. HVAC and Plumbing Assessment The HVAC and plumbing assessments have been completed. A report was distributed to the board.

9. Illinois Public Library Annual Report (IPLAR) The FY2011-2012 IPLAR has been completed and copies were distributed to the board.

10. Insurance Renewal Dave McGrew from Van Gundy has prepared the library's annual insurance summary and renewal, which is on the agenda for board consideration.

11. New Librarian Alicia Bunting was hired for a position in the Children's Department. She will start in early June.

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$63,158.63 and three payrolls of \$219,334.56 be paid. Ms Lewis seconded the motion. The motion carried 7-0.

Personnel

None

Buildings and Grounds

Removal of the wall at the bottom of the stairs makes for more convenient access.

Policy

None

Development

None

New Business:

RFID Gates and RFID Self-Checks and Staff Stations: Mr. Chase explained the options for RFID gates and self checks. He is proposing 4 self-checks - 2 upstairs and 2 on the main floor; 3 aisles of gates; software with installation and training and 7 additional staff stations.

Ms Lash moved that the board wave the formal bidding process and authorize the director to contract for the acquisition, installation and implementation of RFID gates, self-checks and staff stations at a cost not to exceed \$70,000. Ms Lewis seconded. The motion carried 7-0.

Illinois Public Library Annual Report: Mr. C. Sila moved to approve the IPLAR as corrected and authorize the director to submit it to the Secretary of State. Ms Lewis seconded. The motion carried 7-0.

Insurance renewal: Mr. Reichelt moved to approve the proposal for insurance coverage renewal provided by Van Gundy Agency as presented. Mr. Ray seconded. The motion passed 7-0.

Unfinished Business:

Library Board Planning: The changeover to the new telephone system should be finished by June 15, 2012.

The meeting adjourned at 8:30.

The next regularly scheduled meeting will be Wednesday May 23, 2012 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary