

Normal Public Library
Minutes of the Board of Trustees
May 23, 2012
Executive Session: Section 2(c)(5) – Land acquisition – as necessary
Section 2(c)(1) Personnel

Members present: Joan Steinburg, President, Pamela Lewis, Jess Ray, Charles Sila, Susan Lash, Karl Sila, Herb Reichelt and Brian Chase, Library Director. Also present Steve Mahrt, Corporate council for the Town of Normal, Jeanne Moonan, Tori Melican, Lolita Netter and Ruth Reeves.

Ms. Steinburg convened the meeting at 6:00.

Mr. C Sila moved to accept the agenda as presented. Mr. K Sila seconded. Motion carried 7-0.

Ms Lewis moved to approve the minutes of the April 25, 2012 meeting as corrected. Mr. Ray seconded. Motion carried 7-0.

President's report:

1. Monthly financial report. Revenue: The April operating revenues are up 9.5% from this time last year, due mostly to increased State replacement taxes and payments for lost items.

Expenditures: Both the network upgrade and VOIP project will be completed in the next few weeks.

2. Parking and Circulation April 2012 circulation was up from April 2011 by 3,170 transactions, an increase of 7%.

3. Foundation The first NPL Foundation meeting went well. At the meeting, the Foundation approved their Statement of Financial Position for FY2012.

4. Network Upgrade The network switches will be replaced prior to June 15. It is yet to be determined if the firewall will be replaced before or after the VOIP transition.

5. VOIP Transition The VOIP phone system is scheduled to go live on June 15.

6. RFID transition Due to a staffing change, the next phase of the RFID implementation will not take place prior to summer reading.

7. Open Meetings Act Training The board was reminded to complete the required online Open Meetings Act training.

8. HVAC and Plumbing Hermes is working with DCEO regarding grants. Mr. Chase is working with the Town plumbing inspector regarding replacement of our galvanized fittings to avoid additional galvanic reactions between dissimilar metals (galvanized steel and brass).

9. Library Planning Mr. Chase suggested that the board schedule site visits for Council and Board members to take place early this summer. Times and locations were discussed.

10. Bloomington High School Project: Design of Future NPL Facility Two Bloomington High School architecture classes are using Normal Public Library as a topic for their design project. Several State Farm architects are assisting with this project. Discussion followed.

11. Non-resident fee On an annual basis, Illinois libraries must indicate if they will or will not be participating in the nonresident card program, and, if so, what the fee will be for a non-resident card. This fee indicates the cost for an individual who lives in an area unserved by

public libraries to purchase a library card at the nearest qualifying library. Payment of this fee would entitle all members of that same household to an account. Using the formula of taking taxes for the library divided by patrons served the amount suggested is \$155. None have been sold in several years.

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$54,478.04 and two payrolls of \$142,784.64 be paid. Ms Lewis seconded the motion. The motion carried 7-0.

Personnel : A request for an appeal was received by a former employee. This request was addressed in executive session.

Buildings and Grounds: None

Policy: None

Development: The foundation board met on May 10, 2012 Mike Sebald was elected President, Mike Stivers Vice President, Connie Horenkamp, Secretary, Tim Ervin, Treasurer. Fund raising activities were discussed. The foundation board next meets on August 7, 2012.

Ms Melican announced that on May 30th the Summer Reading program begins.

New Business:

1. **Non-Resident Card Participation:** Mr. K Sila moved that the library adopt the ordinance (#2012-1) authorizing non-resident cards. Mr. Reichert seconded. Roll call vote: Joan Steinburg - aye, Pamela Lewis - aye, Jess Ray- aye, Charles Sila -aye, Karl Sila -aye, Herb Reichelt - aye, Susan Lash – aye. The motion carried 7-0.
2. **Normal Library Foundation Financial Position:** Jess moved that the board approve the Normal Library Foundation Financial Position as presented. Mr. Reichert seconded. The motion passed 7-0.
3. **HVAC:** no action taken.
4. **Executive Session: Executive Session 2(c)(1): Personnel:** At 6:43 p.m., Mr. Ray moved to enter an executive session for the purpose **Session 2(c)(1): Personnel.** Mr C Sila seconded. The motion carried 7-0. The Executive Session ended at 8:29 p.m.

Meeting resumed at 8:32 pm.

Mr. C. Sila moved that the board uphold the decision to dismiss an employee. Ms. Lewis seconded. The motion carried 7-0.

The board thanked Mr. Mahrt for his attendance.

The meeting was adjourned at 8:36 pm.

The next regularly scheduled meeting will be Wednesday June 27, 2012 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary