

Normal Public Library  
Minutes of the Board of Trustees  
June 27, 2012  
Executive Session: Section 2(c)(5) – Land acquisition – as necessary  
Section 2(c)(1) Personnel  
Section 2(c)(11) Litigation

**Members present:** Joan Steinburg, President, Herb Reichelt, , Jess Ray, Charles Sila, Susan Lash, Karl Sila (arrived 6:04)and Brian Chase, Library Director: present. Pamela Lewis: absent. Also present Jeanne Moonan, Tori Melican and Ruth Reeves.

Ms Steinburg convened the meeting at 6:00.

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

Mr. C. Sila moved to approve minutes of the May 23, 2011 meeting as amended. Mr. Reichelt seconded. Motion carried 5-0.

**President's report:** The new phone system has been installed. All full time staff now have a direct line and personal voice mail. The library received two letters from patrons praising the library and the children's department in particular. The flowers in the pots outside look great.

**Library Director's Report:**

1. Ruth Reeves will be retiring at the end of the year.
2. Ms. Melican discussed the summer reading program. There are currently 4,670 participants registered.
3. **Monthly financial report.**

**Revenue:** The May property tax balance was lower than last year. Mr. Chase brought this to the attention of Andrew Huhn, who reported that \$737,834 posted on June 11, and an additional \$649,899 will post soon.

**Expenditures:** The next phase of RFID implementation will be completed soon. In addition to RFID equipment and installation, this will require the construction of a small wall with an access panel near the south gates.
4. **Parking and Circulation:** May 2012 circulation was up from May 2011 by 7,974 transactions, an increase of 18.6%. YTD circulation was up by 11,144 transactions, or 12.7%. The Young American lot to the west of the library lot is available until August.
5. **Foundation:** Mr. Chase will ask the Foundation board for approval of planned activities at their next meeting, which will enable submission of the application for tax-exempt status.
6. **Network Upgrade:** The network switches were replaced on May 20. Firewall and IPS scheduled to be installed week of June 25.
7. **VOIP Transition:** The VOIP phone system went live on June 15. The transition went well, and the staff members are enjoying the conveniences of having direct numbers, voice mail, fewer pages, shared answering, etc.

8. **RFID transition:** Self-check hardware has arrived, and the library is waiting for Envisionware to install staff stations, self-checks, and gates. The library will likely require a PIN to use self-checks.
9. **Open Meetings Act Training:** The board was reminded to complete the required online Open Meetings Act training.
10. **Vending:** The Town approved a new vending contract on June 18. The library will now be on the same vending contract as Uptown Station and the Children's Discovery Museum.
11. **Library Planning:** August has now been targeted for site visits with Town Council.
12. **Prevailing Wage Ordinance:** Annual approval of prevailing wage rates is required.
13. **Uptown Station:** Saturday July 14, the new town hall is having an open house at 10am.

**Committee Reports:**

**Finance :** Mr. C. Sila moved that expenditures of \$113,054.06 and two payrolls \$147,880.60 of be paid. Ms Lash seconded the motion. The motion carried 6-0.

**Personnel:** None

**Buildings and Grounds:** The flowers around the library have received compliments.

**Policy:** Reviewed several policies.

**Development:** None.

**Unfinished Business:**

**Library Board Planning, Goal-Setting and Self-Evaluation:** Site visits are pending.

**New Business:**

1. **Ordinance Establishing Prevailing Wage Rates:** Mr. C. Sila moved that the library adopt an ordinance establishing wages for workers employed in public works, ordinance no. 2012-2, as provided by the Illinois Department of Labor and dictated by the Illinois legislature. Mr. Ray seconded. Roll call vote was taken. Joan Steinburg: aye, Herb Reichelt: aye, Jess Ray: aye, Charles Sila: present, Susan Lash: aye, Karl Sila: nay, Pam Lewis: absent. Motion carried.
2. **Executive Session: Section 2(c)(1): Personnel and Section 2(c)(11): Litigation:** At 6:30 p.m., Mr. C. Sila moved to enter an executive session for the purpose **Section 2(c)(1): Personnel and Section 2(c)(11): Litigation** . Mr. K. Sila seconded. The motion carried 6-0. The Executive Session ended at 7:10 p.m.

Meeting resumed at 7:10. No action was taken during the executive session.

The meeting was adjourned at 7:27pm. The next regularly scheduled meeting will be Wednesday July 25, 2012 at 6 pm.

Respectfully submitted,

Susan Lash  
Secretary