

Normal Public Library  
Minutes of the Board of Trustees  
July 25, 2012

**Members Present:** Joan Steinburg, President; Pamela Lewis; Jess Ray; Charles Sila; Karl Sila; Herb Reichelt; Brian Chase, Library Director. Also present Tori Melican, Ruth Reeves.

Ms. Steinburg convened the meeting at 6:00 p.m.

Mr. C. Sila moved to review the minutes of the June 27, 2012 Board Meeting. Mr. Ray seconded. Motion carried 6-0.

Mr. Ray moved to approve the minutes of the June 27, 2012 Board Meeting as presented. C. Sila seconded. Motion carried 6-0.

**President's Report:** Kudos to staff and Mr. Chase for all their extra efforts and work done this past month. New phone system installed. Book Sale scheduled for August 3, 4, and 5.

**Library Director's Report:**

**1. Monthly Financial Report.**

**Revenue:** The June revenues are up 7.32 % from last year.

**Expenditures:** Replacement of galvanized fittings with brass in original building will cost approximately \$4,561.

**2. Circulation:** June 2012 circulation was down from June 2011 circulation by 4,264 transactions, a 6% decrease. YTD circulation was up by 6,890 transactions, or 4.3%. Summer Reading Program had 5,001 total participants.

**3. Parking:** The Town and Young America Realty renewed their annual agreement allowing NPL patrons exclusive use of the nine Young America Realty parking spaces at the northwest corner of the NPL parking lot. Young America Realty allowed NPL the use of their parking lot through the end of the upcoming book sale, August 5, 2012.

**4. Mr. Dave Wiant:** Mr. Wiant passed away July 5, 2012.

**5. Foundation:** Mr. Chase has worked with Mike Sebald, NPL Foundation President, on planned activities at the next Foundation meeting. Once activities are approved they can be included in the application for tax-exempt status. Future discussion on recommendations for a foundation board member is needed. State of Illinois annual report for the NPL Foundation has been submitted.

**6. Network Upgrade:** Firewall and IPS installation was accomplished smoothly the week of June 25.

7. **RFID transition:** RFID gates, staff stations, and self-checks are scheduled to be installed July 24 – 26. A PIN will likely be required to use self-checks. Credit Card payment not likely to be available at self-checks immediately after installation. New wall was constructed. Old display case went to Prairieland Elementary.
8. **Library Planning:** Mr. Chase and Ms. Steinburg met with Rick McCarthy from Dewberry Architects Inc. regarding Needs Assessment Review, Facility Assessment Review, and Programming & Visioning consultation. Rick's proposal presented for approval. Process could begin this fall. August targeted for site visits with Town Council.
9. **Van:** Two staff members were involved in an accident on July 14. No injuries were reported. Van sustained major damages.
10. **Plumbing Repairs:** Estimates presented to replace galvanized fittings with brass fittings at water lookouts in the original building. Estimates to replace the drinking fountain on the main floor and to address a drain issues on the north end of the roof were also presented.
11. **HVAC Update:** HVAC project submitted for the August agenda and approval. Roof mounted units were considered to be not cost effective.
12. **Boopsie Application:** The Boopsie application has been installed and is functional. This application allows patrons to use their smartphone to access the NPL catalog, view their account and calendar of events, as well as contact the NPL.
13. **Lanyards:** Staff began wearing NPL lanyards to be more easily identified by patrons.
14. **Single Stream Recycling:** As the Town transitions to single-stream recycling, NPL will do the same in the Library.
15. **Budget:** Budget calendar to be released soon. The Town budget work session is set for Saturday, January 26.
16. **Uptown Station:** Dedication event attended by Mr. Ray, Ms. Steinburg, Ms. Lewis and other NPL board members. Five tables and twenty chairs were offered to NPL by the Town. NPL accepted the furniture. The use of furniture is yet to be determined.
17. **Open Meetings Act Training:** Members were reminded to complete the required On-line Open Meetings Act training.
18. **Kudos to staff:** Staff has done a great job keeping up with the flurry of activities and work recently. There are many changes that took place and will be taking place. Service level remains high.
19. **Advocacy Committee:** Mr. Chase to attend the Advocacy Committee in East Peoria on July 26, 2012.

## **Committee Reports:**

### **Finance**

Mr. C. Sila moved that payrolls totaling \$143,019.38 and other expenditures of \$41,858.45 be paid. Mr. Ray seconded the motion. The motion carried 6-0.

### **Personnel**

None.

### **Buildings and Grounds**

RFID Gates installed.

### **Policy**

None.

### **Development**

Foundation meeting held.

### **New Business:**

1. **Insurance Check:** A discussion was held to use the insurance check to replace the vehicle damaged in the July 14, 2012.
2. **Dewberry Agreement:** Mr. C. Sila moved to accept the Dewberry Agreement as presented. Ms. Lewis seconded. Motion carried 6-0.
3. **Plumbing Repairs:** Mr. Ray moved to approve plumbing repairs not to exceed \$8,000. Ms. Lewis seconded. Motion carried 6-0.
4. **Executive Session Section 2(c) (1) Personnel and Section 2(c) (11) Litigation:** Mr. C. Sila moved to enter Executive Committee to discuss personnel issue. Ms. Lewis seconded. Motion carried 6-0. The Executive Session began at 7:30 p.m. and ended at 7:40 p.m. with no action taken.
5. **Regular Board Meeting Continued:** Regular Board Meeting continued and was adjourned at 7:45.

The next regularly scheduled meeting will be Wednesday, August 29, 2012 at 6:00 p.m.

Respectfully submitted,

Herb Reichelt