

Normal Public Library
Minutes of the Board of Trustees
August 29, 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, Jess Ray, Pamela Lewis, Susan Lash, Karl Sila and Brian Chase, Library Director: present; Charles Sila, Herb Reichelt: absent. Also present Ruth Reeves, Jeanne Moonan and Tori Melican.

Ms Steinburg convened the meeting at 6:03 pm.

Mr. K Sila moved to accept the agenda. Ms Lewis seconded. Motion carried 5-0.

The minutes of the July 26, 2012 meeting were not available for review at the time of the meeting.

President's report: Kevin McCarthy was appointed to fill the opening on the Town of Normal council.

Library Director's Report:

1. Monthly financial report.

Revenue: The July revenues are up 8.15% from last year. **Expenditures:** We will replace many of the public computers in the near future. Mr. Chase is seeking grants.

2. Parking and Circulation

July 2012 circulation was up from July 2011 by 5,380 transactions, an increase of 9.1%. YTD circulation was up by 12,270 transactions, or 5.6%. The Summer Reading Program went very well and included 5,131 participants. Our door count for both June and July averaged over 1,000 customers per day.

3. Foundation

The NPL Foundation met and approved planned activities for the next year, which will enable submission of the application for tax-exempt status.

4. RFID transition

The RFID gates will be in use after Labor Day. Self-checks will follow soon thereafter. Credit card payment at the self-check stations is still being coordinated by Envisionware and Epay. RFID check-out and check-in is going quite well.

5. Library Planning

Rick McCarthy is in the beginning stages of our assessment updates.

- 6. COLA**

On August 16, 2012, the Town Council approved a cost of living adjustment of 1.69%, effective October 1, 2012.
- 7. Plumbing Repairs**

The galvanized fittings have been replaced with brass fittings at water lookouts in the original building.
- 8. HVAC Update**

According to DCEO, the library is eligible for a minimum of \$52,570 in grants through their custom incentive program. The library plans to complete this project in October, which will require preliminary work to begin soon.
- 9. Boopsie app**

The library is waiting for Apple to make the Boopsie app available to the public.
- 10. Budget**

The 2013-14 budget is nearly ready for review by the Finance Committee, who will meet on September 5. Mr. Chase will post the budget into the Town's financial system no later than September 14, and meet with the Town Budget Committee on October 4. The Town budget work session is set for Saturday, January 26.
- 11. Van**

The library was able to replace the van with a 2012 Dodge Grand Caravan at a total cost of \$20,968.39 (including doc fee, license, title). This was possible due to a \$2,750 rebate that expired on July 31, 2012. We purchased on July 30, 2012. The base price for a 2012 Dodge Grand Caravan on the state contract is \$21,215.
- 12. Per Capita Grant Requirements**

To fulfill FY2013 Per Capita Grant application requirements, the board must:
Review Chapter 9, "Programming" of the Illinois library standards as most recently adopted by the Illinois Library Association. Provide the date of review and a short narrative discussing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

Review 75 ILCS 10/8 State Grants, and 10/8.1 Eligibility for Grants.

Review information on supplemental tax funding for Illinois public libraries, and identify how supplemental tax funding does/would impact library services.
- 13. Open Meetings Act Training**

The board was reminded to complete the required online Open Meetings Act training.
- 14. B-Logistics** is picking up the unwanted items after the Friends Sales.

Committee Reports:

Finance

Mr. K. Sila moved that expenditures of \$170,535.11 and two payrolls \$147,491.04 of be paid. Ms Lash seconded the motion. The motion carried 5-0.

Personnel

None

Buildings and Grounds

The new gates make the stairs seem more spacious.

Policy

None.

Development

The committee met to discuss new membership and fund raising activities.

New Business:

1. **NPL Foundation Appointments:** None.
2. **Review Chapter 9, "Programming," of Illinois Library Standards:** Programming was reviewed and discussed.
3. **Review 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants:** Grants and eligibility for grants were reviewed and discussed.
4. **Review Supplemental Taxes and Identify Potential Supplemental Tax Funding:** The summary of library taxes and borrowing devices were reviewed and discussed.
5. **COLA:** Mr. Ray moved that the library approve a 1.69% COLA, mirroring the Town of Normal, as of October 1, 2012. Ms Lewis seconded. The motion passed 5-0.
6. **HVAC Project:** Mr. Ray moved that the board authorize the HVAC project as presented, including the proposal from Hermes, not to exceed \$185,000 and that we waive the formal and customary bidding process. Mr. K. Sila seconded. Motion passed 5-0.

Unfinished Business

Library Board Planning: Methods of getting patrons involved with the design of a new library were discussed. Patron counts and reciprocal borrowing were discussed.

Executive Session: Section 2(c)(1): Personnel and Section 2(c)(11): Litigation: At 7:25 p.m., Mr. K. Sila moved to enter an executive session for the purpose **Session 2(c)(1): Personnel and Section 2(c)(11): Litigation.** Ms Lewis seconded. The motion carried 5-0. The Executive Session ended at 8:25p.m.

Meeting resumed at 8:26. Mr. K Sila moved to accept the business conducted under the executive session. Mr. Ray seconded. Motion passed 5-0.

The meeting was adjourned at 8:29pm.

The next regularly scheduled meeting will be Wednesday September 26, 2012 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary