

Normal Public Library

Minutes of the Board of Trustees

May 20, 2015

Present: Jess Ray, President, Pamela Lewis, Terry Lindberg, Charles Sila, Dawn Wilson, Sarah Grammer and Rebecca Rossi. Also present, Brian Chase, library director, John Fischer, Tori Melican and Jeannie Moonan. Mike Beavers, Town of Normal HVAC Inspector, present from 6:15 - 6:45.

Ms. Rossi, Ms. Grammer and Ms. Lewis were sworn in by Wendy Briggs prior to the meeting. Mr. Ray convened the meeting at 6:00.

Ms. Lewis moved to accept the agenda as presented. Ms. Grammer seconded. Motion carried 7-0.

Ms. Lewis moved to approve the minutes of the April 29, 2015 meeting. Ms. Wilson seconded. Motion carried 7-0.

Mr. Lindberg moved that expenditures of \$48,218.28 and two payrolls of \$142,235.99 be paid. Ms. Lewis seconded. Discussion followed. Motion passed 7-0.

Vice President's Report: Thank you to staff and Welcome new board members Sarah Grammer and Rebecca Rossi.

Director's Report

1. Monthly Financial Report

Revenue: The April revenues are down 0.90% from last year. **Expenses:** An expenditures report as of May 13 is included in this packet.

2. Circulation

April 2015 circulation was down from April 2014 by 656 transactions, a decrease of 1.3%. With April being the first month of the fiscal year, the monthly figures represent the YTD figures.

3. NPL Foundation

Discussion continues on the potential funding of a series of author and music events. Having such funding would allow staff to schedule these series well in advance. The endowment could ultimately provide this funding. The NPL Foundation is now a participant in the Kroger Community Rewards Program. Sign up at krogercommunityrewards.com and enter 87319 to select the NPL Foundation. The Foundation already received \$182.29.

4. Elevator

The elevator contract has been finalized. We are waiting for a proposed schedule.

5. Board Email Addresses

Please regularly check your normalpl.org email addresses and let me know if you need any assistance.

6. Policy Review

Library management is currently developing a new meeting room policy.

7. West HVAC

The 1992 HVAC system serving the west end of the building is due for replacement. After the east HVAC system was replaced, we worked with Town HVAC inspector Mike Beavers and DMI Mechanical contractor Dave Stone to develop an appropriate solution. The proposed solution is in this packet, and on the agenda for your consideration tonight.

8. Community Room

The drywall repair in the community room has been completed. Unfortunately the damaged wallpaper was not able to be reapplied. We removed the remainder of the wallpaper from the south and west walls to prepare them for paint. Town staff provided skim-coating and priming, which we plan to continue on the remainder of the room as staffing and scheduling allow. We continue to monitor the southwest corner of the room due to buckling tiles.

9. Library Board Planning

Potential topics to consider include future library development; mobile branch; NPL Foundation; potential board orientation and development; and priorities in providing services, collections, spaces, programs and staffing.

10. Facilities Projects

Grout in the main floor restrooms was cleaned and sealed. We are experiencing ongoing challenges with our east roof drains, and plan to more directly exhaust the roof water via scupper drains to the north roof. The skylight material on the east building has deteriorated to a point that it needs replaced. Power and data were added to the former children's storage room to provide space for Town Facilities staff. We are adding shelving in the staff lounge to store various supplies so the copy room may see some relief in terms of storage.

11. Town Investment Policy

The Town Council will consider a Town Investment Policy at their May 18th meeting. A copy of that policy is included in this packet, as is the information regarding the Town's agreement with U.S. Bank for investment management services.

12. 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. The general mathematical formula to determine the fee is:

$$\frac{\text{Library income from local property taxes}}{\text{Service population}} = \$ \frac{\quad}{\text{capita}}$$

Then: \$/capita X Average Family Size = Cost of family card

For Normal Public Library:

$$\frac{\$3,664,349}{52,497} = \frac{\$69.80}{\text{capita}}$$

Average Normal Family Size = 2.45

$$\$69.80 \times 2.45 = \$171.01$$

Assuming we wish to continue offering non-resident cards for the coming year, I recommend the cost be set at **\$171.01.**

From RAILS website: "According to ISL, the nonresident fee cannot be any less than that paid by residents but should approximate the cost paid by residents. There is nothing in the law or the rules that prohibits a library from charging a reasonable amount more than the cost of library service to residents. For example, a library could include within the nonresident fee the cost of administering and issuing a nonresident card."

13. Illinois Public Library Annual Report (IPLAR)

The IPLAR is included in this packet for your consideration. We are required to submit the IPLAR every year following the end of the fiscal year. From the Illinois State Library site: "The collection of Illinois public library information and statistics serves these purposes: The Illinois State Library, a division of the Illinois Office of the Secretary of State, is the agency legally required by the Illinois Compiled Statutes (ILCS) to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]."

14. Photocopiers

A proposal to replace the two main staff photocopiers/printers/scanners is on the agenda for your consideration. We have enjoyed a very positive experience with Watts on the purchase of the public photocopiers, printers and the Aquos Boards.

New Business:

- 1. Election of Officers:** New officers were elected for 2 year terms. Terry Lindberg nominated Jess Ray for President. Dawn Wilson seconded. Motion passed 7-0. Charles Sila nominated Terry Lindberg for Vice President. Pam Lewis seconded. Motion passed 7-0. Terry Lindberg nominated Charles Sila for Treasurer. Pam Lewis seconded. Motion passed 7-0. Sarah Grammer nominated Dawn Wilson for Secretary. Sarah Grammer seconded. Motion passed 7-0.
- 2. Board Meeting Schedule:** A meeting schedule for 2015-2016 was approved by the board that will be posted on the library website. Charles Sila moved to approve the 2015-2016 board meeting schedule. Rebecca Rossi seconded. Motion carried 7-0.
- 3. Appointment to NPL Foundation:** Jess Ray moved to nominate Rebecca Rossi to serve on the Normal Public Library Foundation board for a three year term. Dawn Wilson seconded. The motion passed 7-0. Charles Sila moved to appoint Joan Steinburg to serve on the Normal Public Library Foundation board for a three year term. Pam Lewis seconded. Motion passed 7-0.
- 4. Illinois Public Library Annual Report:** Terry Lindberg moved to approve the FY2015 IPLAR, including edits as discussed. Pam Lewis seconded. Motion passed 7-0.
- 5. West HVAC Replacement:** Charles Sila moved to waive the formal bidding process and accept the proposal to replace the west HVAC system at a cost not to exceed \$106,00. Jess seconded. Motion passed 7-0.
- 6. Photocopiers:** Charles moved to accept the proposal as presented to replace two staff photocopiers. Pam Lewis seconded. Motion passed 7-0.
- 7. Architectural Services:** Charles moved to waive the formal bidding process and accept the proposal for architectural services for site analysis not to exceed \$25,000. Rebecca seconded. Motion passed 7-0.

8. **Public Library Nonresident Card Services:** Charles Sila moved to approve the non-resident user fee as presented in 2015 Annual Ordinance (#2015-1). Authorizing Public Library non-Resident Cards, as revised, at the rate as calculated of \$175.00 to include overhead costs. Pam Lewis seconded. The motion passed 7-0.

Unfinished Business:

1. **Strategic Planning:** Planning was discussed.
2. **Foundation Bylaws:** Moved to next meeting agenda

Pam Lewis moved the meeting be adjourned . Charles Sila seconded. Motion passed 7-0.

The meeting was adjourned at 8:00 p.m.

The next regularly scheduled meeting will be Wednesday, June 24, 2015 at 6:00 p.m.

Respectfully submitted

Dawn Wilson
Secretary