

Normal Public Library
Minutes of the Board of Trustees
January 18, 2012
Executive Session: Section 2(c)(5) – Land acquisition – as necessary

Members present: Joan Steinburg, President, Pamela Lewis, Charles Sila, Susan Lash, Karl Sila and Brian Chase, Library Director. Absent: Herb Reichelt, , Jess Ray. Also present: Jeanne Moonan, Tori Melican and Ruth Reeves.

Ms Steinburg convened the meeting at 6:00.

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

Ms Lewis moved to approve minutes of the December 14, 2011 meeting. Mr. C. Sila seconded. Motion carried 5-0.

President's report: Ms Steinburg reported that the director's goals are progressing well. The board will meet January 21, 2012 to discuss and decide on library goals.

Library Director's Report:

1. Monthly financial report.
Revenue: The December revenues were up 7.87 % from this time last year.
Expenditures:
The library is preparing for the next phase of RFID implementation, which will require additional staff stations for checkout and return. Estimated cost is \$14,370.
2. Parking and Circulation
December 2011 circulation was up from December 2010 by 3,708 transactions, or 9.98%. YTD circulation was up 7,655 transactions, or 1.69%.
3. RFID transition
All items available to the public have been tagged. Once the gates and self-checks are installed, CDs and DVDs will be tagged, which will allow for self-service and staff to reshelve materials in one location rather than two.
4. Personnel Policy
The Personnel Policy is submitted for Board approval.
5. Open Meetings Act Training
Effective January 1, 2012, all trustees will need to complete the State of Illinois Open Meetings Act training. Other changes effective January 1, 2012, include an extension of the IPLAR filing deadline (30 additional days), and a requirement to post compensation information for employees whose total compensation exceeds \$75,000.
6. Budget Work Session

The Town of Normal budget work session will take place on Saturday, January 21st, at city hall. The overview will be presented at 9:00 AM, and the library portion will be presented at 9:30 AM.

7. Normal Public Library Board Planning Work Session
The NPL board planning work session is set for 10:15 AM on Saturday, January 21st, in the library board room.
8. Ebooks
The library will soon have the Freading ebook database available. Similar to Freegal music, Freading allows each customer a certain amount of access per week to a wide variety of content. The library is also building an ebook collection via OverDrive Advantage, which uses our current OverDrive interface, but provides access only to Normal cardholders. This collection will be built title by title. Both Freading and OverDrive Advantage will be funded by the Adult Books budget line.

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$65,174.24 and two payrolls of \$143,908.05 be paid. Ms Lewis seconded the motion. The motion carried 5-0.

Personnel

None

Buildings and Grounds

The water fountain on the main floor was fixed and the sink in the men's room is pulling loose.

Policy

The personnel policy was discussed.

Development

The development committee did not meet this month.

New Business:

1. NPL Foundation Board Appointments: None
2. Personnel Policy: Ms. Lewis moved that the board approve the updated NPL Personnel Code pending legal review. Mr. C. Sila seconded. The motion carried 5-0.
3. Board Concerns: The Bloomington flier of spring offerings and classes was distributed in the Pantagraph.

Unfinished Business: The board discussed the Pantagraph article that mentioned how Bloomington and Normal could not agree on a shared library branch on the east side of Bloomington.

The meeting was adjourned at 7:30pm.

The next regularly scheduled meeting will be Wednesday February 29, 2012 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary