

Normal Public Library
Minutes of the Board of Trustees
February 29, 2012

Members present: Joan Steinburg, President, Pamela Lewis, Jess Ray, Herb Reichelt, Susan Lash, Karl Sila, Charles Sila (arrived 6:23) and Brian Chase, Library Director. Also present Jeanne Moonan, Tori Melican and Ruth Reeves.

Ms Steinburg convened the meeting at 6:00.

Ms. Lewis moved to accept the agenda as revised. Mr. K Sila seconded. Motion carried 6-0.

Ms Lewis moved to approve minutes of Jan. 18, 2012 meeting as presented. Mr. K. Sila seconded. Motion carried 6-0.

President's report: The annual report is outstanding.

Library Director's Report:
Monthly financial report

Revenue

The January revenues were up 4.74% from this time last year. The library was awarded a FY2012 Per Capita Grant in the amount of \$53,835.67.

Expenditures

The next phase of RFID implementation will cost an estimated \$14,370. The library is a part of the Town bid for a VOIP phone system, with an estimated cost of \$25,000.

Parking and Circulation

January 2012 circulation was up from January 2011 by 1,842 transactions or 3.96%. YTD circulation was up 9,426, or 1.9%

RFID transition

Purchase of the next phase of RFID is pending a final estimate of the HVAC system.

Personnel Policy

Phil Lenzini reviewed the Personnel Policy and offered his suggestions. These were distributed to the board.

Library Planning

An April joint meeting between the Town Council and the NPL Board is being planned.

Statements of Economic Interest

Statements of Economic interest are due no later than April 30, 2012.

CIRBN Easement

An easement is required for the library to participate in the Central Illinois Regional Broadband Network (CIRBN) project. The related documents were distributed to the board.

Ebooks

Freeing is doing well. The OverDrive collection available exclusively to NPL patrons is growing steadily.

Committee Reports:

Finance

Mr. C. Sila moved that two payrolls totaling \$142,218.88 and other expenditures of \$111,473.11 be paid. Ms Lewis seconded the motion. The motion carried 7-0.

Personnel

None

Buildings and Grounds

The new drive up return was hit by a minivan and will be out of commission while being painted.

Policy

Legal opinion on the Personnel Policy was discussed. An update personnel code was distributed

New Business:

1. Easement for CIRBN Project: Mr. K. Sila moved that the board approve the CIRBN request for an easement as presented. Ms. Lewis seconded. Motion passed 6-0. Jess Ray abstained.
2. NPL Foundation Appointments: Seven people are being considered as members of the Foundation Board: Mike Sebald, Tim Ervin, Marc Tucci, Mike Stivers, Dave Wiant, Connie Horenkamp and Mike Nelson. Mr C. Sila moved that the slate of seven be appointed as members of the NPL Foundation Board. Ms. Lewis seconded. The motion passed 7-0.
3. Board Concerns: None.

The meeting was adjourned at 8:50 pm.

The next regularly scheduled meeting will be Wednesday March 28, 2012 at 6pm.

Respectfully submitted,

Susan Lash
Secretary