

Normal Public Library
Minutes of the Board of Trustees
March 28, 2012
Executive Session: Section 2(c)(5) – Land acquisition – as necessary

Members present: Joan Steinburg, President, Pamela Lewis (arrived 6:14), Jess Ray, Charles Sila, Susan Lash, Karl Sila (arrived 6:13) and Brian Chase, Library Director. Absent: Herb Reichelt. Also present Jeanne Moonan, Tori Melican and Ruth Reeves.

Ms Steinburg convened the meeting at 6:07.

Mr. C Sila moved to accept the revised agenda. Mr. Ray seconded. Motion carried 4-0.

Mr. C Sila moved to approve the minutes of the February 29, 2012 meeting as corrected. Mr. Ray seconded. Motion carried 4-0.

President's report: Ms Steinburg announced that the mixer with the NPL Foundation Board was a success.

1. Monthly financial report.
Revenue: The February revenues are up 5.44% from this time last year. The library received their FY2012 Per Capita Grant check in the amount of \$53,835.67. This year the grant was funded with federal Library Services and Technology (LSTA) dollars, which will require some additional reporting activity. Expenditures: The network infrastructure will be upgraded at a cost not to exceed \$30,000. A VOIP phone system will be installed at a cost not to exceed \$25,000.
2. Parking and Circulation
February 2012 circulation was up from February 2011 by 5,596 transactions, or 12.5%. YTD circulation was up 10,237 transactions, or 1.9%.
3. RFID transition
Purchase of the next phase of RFID equipment is pending a final estimate of the HVAC replacement.
4. Personnel Policy
Phil Lenzini provided feedback on our most recent questions regarding the Personnel Policy. The questions he was given and the answers were distributed to the board. Phil Lenzini also provided two samples of "Acknowledgment and Disclaimer."
5. Library Planning
Ms Steinburg and Mr. Chase recently met with Rick McCarthy of Dewberry to discuss how to best develop our plan and communication regarding the next steps in meeting the facility needs of the library.
6. Statements of Economic Interest

The board was reminded that the Statements of Economic must be returned via mail no later than April 30, 2012.

7. Open Meetings Act Training
The board was reminded to complete the required online Open Meetings Act training.
8. Water Leak
Staff did a great job in their response to the plumbing leak, which was caused by a fractured shut-off. Town Facilities staff was tremendously helpful in extracting the water and cleaning up the north entrance. Damages were limited to ceiling tiles.
9. HVAC and Plumbing Assessment
The HVAC and plumbing assessments have been completed, but Mr. Chase does not yet have the final report.
10. Public Library Association (PLA) Conference
Both Tori Melican and Mr. Chase attended the biannual PLA conference. They appreciate the opportunity, and learned a great deal.

The Friends of the Library and the Foundation were discussed. The Friends held their book sale this past weekend. The sale was very successful.

Committee Reports:

Finance

Mr. C. Sila moved that expenditures of \$82,135.82 and two payrolls of \$144,428.44 be paid. Mr. K. Sila seconded the motion. Discussion followed. The motion carried 6-0.

Personnel

None

Buildings and Grounds

The repairs from the water leak look good.

Policy

The personnel policy recommendations from Mr. Lenzini were discussed.

Development

The initial meeting date of the Foundation has not been set.

New Business:

1. FY 2013 Meeting Dates: FY 2013 Board of Trustees regular meeting dates were proposed and discussed. The dates are:
2012: April 25, May 23, June 27, July 25, August 29, September 26, October 24, November 14, December 19
2013: January 30, February 27, March 27, April 24.
Ms Lewis moved that the FY 2013 meeting dates be approved. Mr. C. Sila seconded. The motion carried 6-0.
2. HVAC: No updates were available.
3. Network Improvements: Mr. C Sila moved to approve negotiation for a new network system at a cost not to exceed \$33,000. Ms Lewis seconded. The motion carried 6-0.

4. Executive Session: Executive Session 2(c)(21): 6 month review of executive session minutes: At 7:50 p.m., Mr. C. Sila moved to enter an executive session for the purpose 2(c)(21): 6 month review of executive session minutes. Ms Lewis seconded. The motion carried 6-0. The Executive Session ended at 8:05p.m.

Meeting resumed at 8:06.

Mr. C. Sila moved to accept the business conducted at the executive session regarding the non-release of the Executive Session minutes Mr. Ray seconded. The motion passed 6-0.

Unfinished Business: Library Board Planning – planning and staffing were discussed.

The meeting was adjourned at 8:59 pm.

The next regularly scheduled meeting will be Wednesday April 25, 2012 at 6 pm.

Respectfully submitted,

Susan Lash
Secretary