

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**March 30, 2016**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held in the board room of the Normal Public Library, Normal, Illinois on Wednesday, March 30, 2016. The meeting convened at 5:05 pm, Vice-President Terry Lindberg presiding until 5:45 pm, President Jess Ray presiding thereafter, and Sarah Grammer, Secretary.

**Members Present:** Jess Ray, President (arrived at 5:45 pm), Terry Lindberg, Vice-President, Sarah Grammer, Secretary, Pam Lewis, Adam Rahn, and Rebecca Rossi (departed at 5:55 pm).

**Members Absent:** Charles Sila, Treasurer.

**Library Staff Present:** Brian Chase, Library Director, John Fischer, Adult Services and Circulation Manager, Tori Melican, Children's Services Manager, and Jeanne Moonan, Technical Services and AV Manager.

**Review of the Agenda:** No corrections or additions were made.

**Approval of Minutes:** Ms. Lewis moved to approve the minutes of the February 24, 2016 meeting. Mr. Rahn seconded. Motion carried 5-0.

**Approval of Expenditures:** Ms. Lewis moved that expenditures of \$103,584.64 and 2 payrolls of \$144,793.75 be paid. Ms. Rossi seconded. Motion carried 5-0.

**President's Report:**  
None.

**Public Comment:**

- Joan Steinberg, Normal Resident and former Library Board member, expressed concerns that the board verify any new site will have enough building and parking space for long term needs so that current patron concerns are addressed and do not reoccur.
- Ron Wolfgang, Normal Resident, inquired about future locations for a new library facility and asked that the library continue to look into ways to serve the new Senior Center.
- Kathleen Lorenz, Normal Council Member, remarked about the positive experience of the recent joint meeting between the Town Council and the Library Board. She appreciated the instant polling and facilitating skills of the OPN architects at the meeting and is interested in seeing the Cedar Rapids Public Library.

**Library Director's Report:**

Mr. Chase gave an overview of his Director's Report from the board packet. NPL was awarded the State's Per Capita Grant but at a substantially reduced rate over prior years. Staff members met with Unit 5 librarians to assess needs and develop plans to optimize services to local students. The library has acquired 20 new iPads for circulation throughout the facility.

**Foundation Report:**

The March book sale was a success. The Foundation is exploring hiring a fundraising consultant with expertise on goal setting for a future capital campaign. The Foundation will meet on Thursday, May 19 at 6:00 pm.

**New Business:****A. Insurance Proposals (Action)**

Mr. Rahn moved to accept the Van Gundy Insurance proposal at an annual rate of \$29,437. Ms. Rossi seconded. Motion carried 6-0.

**B. Strategic Planning (Discussion)**

The board discussed responses to the February planning session facilitated by OPN. A visit to the Cedar Rapids Public Library will be planned. A Book Mobile is being discussed as a method to increase outreach to elementary schools and the Senior Center.

**C. Professional Services - Roof (Action)**

This item was tabled until the April 27th board meeting so that more replacement options can be investigated.

**D. Goals Review (Discussion)**

The Library Director reviewed new goals for the upcoming year, emphasizing a deeper focus on community involvement. This discussion was limited for the sake of time and will be continued at the April 27th board meeting.

**E. Letters to Legislators (Action)**

Mr. Lindberg moved that the Board President sign and send the letters drafted to legislatures. Ms. Lewis seconded. Motion carried 5-0.

**F. Executive session: 6-Month Review of Executive Session Minutes (Action)**

At 6:30 pm, Mr. Lindberg moved to enter into executive session for the purpose of Section 2(c)(21) Six-Month Review of Executive Session Minutes and to invite Mr. Chase to stay. Ms. Lewis seconded. Motion carried 5-0. The executive session ended at 6:35 pm and the regular meeting resumed.

**Unfinished Business:** None.

**Suggested Items for Next Agenda:** Discussion of Director's annual goals.

**Adjournment:** Mr. Ray adjourned the meeting at 7:10 pm.

The next regularly scheduled meeting will be Wednesday, April 27, 2016 at 5:00 pm.

**Signed:**

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**Secretary**  
**Normal Public Library**

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**Date of Approval**