

**Minutes of the Board of Trustees
Normal Public Library
November 18, 2015**

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, November 18, 2015. The meeting convened at 6:02 pm, President Jess Ray presiding, and Sarah Grammer, Secretary.

Members Present: Jess Ray, President, Terry Lindberg, Vice-President, Sarah Grammer, Secretary, Charles Sila, Treasurer, Pam Lewis, Adam Rahn, and Rebecca Rossi.

Library Staff Present: Brian Chase, Library Director, Tori Melican, Children's Services Manager, and Jeanne Moonan, Technical Services and AV Manager

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

Approval of Minutes: Ms. Rossi moved to approve the minutes of the October 28, 2015 meeting. Mr. Rahn seconded. Motion carried 7-0.

Approval of Expenditures: Mr. Sila moved that expenditures of \$79,513.28 and 2 payrolls of \$144,414.71 be paid. Ms. Lewis seconded. Motion carried 7-0.

President's Report:

Mr. Ray acknowledged Georgia Bouda's upcoming retirement from the Bloomington Public Library and discussed the success of NPL's recent Appreciation Luncheon.

Public Comment: None.

Library Director's Report:

Mr. Chase gave an overview of his Director's Report from the board packet. Upcoming changes to the community room floor were discussed. The elevator modernization will occur in December and likely result in five weeks without elevator service. An emergency transfer switch that could connect the library to a mobile generator is being investigated. An RFP will be prepared for the library's commercial insurance package policy.

Foundation Report:

The NPL Foundation will meet on Thursday, November 19th at 6:00pm. Giving Tuesday will take place on December 1st with a goal of raising \$6,000 to fund a mobile teen makerspace.

New Business:

A. Design Institute (Discussion)

Bradd Brown of OPN Architects was introduced to the board and made a presentation showcasing his firm's design of the new Cedar Rapids Downtown Library. Mr. Brown gave an overview of what the board could expect from the Library Journal Design Institute in Nashville on December 4th where his firm has been paired with Normal Public Library to investigate how to build a library with a suburban feel in an urban setting.

B. Per Capita Grant Application (Action)

Mr. Lindberg moved to approve the Per Capita Grant Application as presented. Mr. Sila seconded. Motion carried 7-0.

C. Board Meeting Schedule (Action)

Mr. Sila moved to change the regular meeting time of the board to 5pm. Ms. Lewis seconded. Motion carried 7-0.

D. Strategic Planning (Discussion)

The board discussed paths for sharing information gained from OPN and the Design Institute with the community.

Unfinished Business: None.

Suggested Items for Next Agenda: None.

Adjournment: Ms. Sila moved to adjourn the meeting at 7:46 pm. Ms. Lewis seconded. Motion carried 7-0.

The next regularly scheduled meeting will be Wednesday, December 16, 2015 at 6:00 pm.