

**Minutes of the Board of Trustees  
Normal Public Library  
December 16, 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, December 16, 2015. The meeting convened at 6:03 pm, President Jess Ray presiding, and Sarah Grammer, Secretary.

**Members Present:** Jess Ray, President, Terry Lindberg, Vice-President (arriving at 6:12 pm), Sarah Grammer, Secretary, Charles Sila, Treasurer, Pam Lewis, Adam Rahn, and Rebecca Rossi.

**Library Staff Present:** Brian Chase, Library Director, John Fischer, Adult Services and Circulation Manager, and Jeanne Moonan, Technical Services and AV Manager

**Review of the Agenda:** Mr. Sila moved to accept the agenda as presented. Mr. Rahn seconded. Motion carried 6-0.

**Approval of Minutes:** Ms. Lewis moved to approve the minutes of the November 18, 2015 meeting. Mr. Sila seconded. Motion carried 6-0.

**Approval of Expenditures:** Mr. Sila moved that expenditures of \$82,808.06 and 2 payrolls of \$144,452.41 be paid. Ms. Lewis seconded. Motion carried 6-0.

**President's Report:**

Mr. Ray congratulated fellow board member Terry Lindberg on his new position as Interim Director of the Bloomington Public Library.

**Public Comment:** None.

**Library Director's Report:**

Mr. Chase gave an overview of his Director's Report from the board packet. The elevator modernization has begun with a tentative completion date of January 19th. Vinyl tile will be removed from the west half of the community room and replaced with carpet. The east roof will need to be replaced in early 2016. The Library Planning Committee is looking into meeting again on Wednesday, January 13th. The annual budget work session with the Town Council will begin at noon on Thursday, January 14 with the library portion at 12:30 pm. A joint meeting of the Town Council and the Library Board will be scheduled for early 2016 in order for OPN Architects to present a summary of their findings from the Design Institute. Mr. Chase updated the board on staff changes and gave an overview of the three interns that will be involved at NPL during spring semester.

**Foundation Report:**

Giving Tuesday was a great success on December 1st. More than \$6,500 were raised to fund a mobile teen makerspace.

**New Business:****A. Community Room Floor (Action)**

Mr. Sila motioned to waive the formal bidding process and accept the proposal from Cushings' Commercial Carpet for \$6,999.00 for carpet in the community room. Ms. Lewis seconded. Motion passed 7-0.

**B. Insurance RFP (Action)**

The RFP is not yet ready. This item has been deferred until the January board meeting.

**C. Performance Review Form (Action)**

Ms. Lewis moved to accept the Library Director Evaluation Form as presented. Ms. Rossi seconded. Motion carried 7-0.

**D. Design Institute (Discussion)**

Mr. Chase discussed his experience at the Library Design Institute in Nashville with the board.

**E. Strategic Planning (Discussion)**

Ideas were discussed for addressing parking lot and garage issues at a new facility. The board discussed re-examining the performance evaluation process at some point in 2016.

**Unfinished Business:** None.

**Suggested Items for Next Agenda:** None.

**Adjournment:** Mr. Ray adjourned the meeting at 7:20 pm.

The next regularly scheduled meeting will be Wednesday, January 27, 2015 at 5:00 pm.