

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**April 27, 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, April 27, 2016. The meeting convened at 5:00 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, and Rebecca Rossi.

**Members Absent:** Adam Rahn.

**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 March 30, 2016 meeting. Ms. Rossi seconded. Motion carried 6-0.

**Approval of Expenditures:** Mr. Sila moved that expenditures of \$55,996.84 and 2 payrolls of \$143,868.89 be paid. Mr. Lindberg seconded. Motion carried 6-0.

**President's Report:**

At the invitation of the Bloomington Library Board, Mr. Ray and Mr. Chase met the candidates for Bloomington Public Library Director last week. On April 26th, Mr. Ray and several board members attended the McLean County Regional Planning Commission's 11th Annual Community Information Forum where speaker Bruce Katz, a Centennial Scholar of the Brookings Institution, spoke about "Innovation Districts: An Entrepreneurial and Educational Partnership." During an interview with WGLT, Mr. Katz spoke about the importance of public libraries in innovation districts. Mr. Ray pointed out the similarity between Mr. Katz's discussion and National Library Week's 2016 theme of "Libraries Transform."

**Public Comment:**

None.

**Library Director's Report:**

Mr. Chase gave an overview of his Director's Report from the board packet. NPL has an agreement in place now to use the Young America parking lot from June 1-August 1. Modifications that would improve the safety of the staircases are being investigated. Mr. Chase and seven other staff members attended the Public Library Association national conference this month and brought back many new ideas for addressing community needs. Town Councilman R.C. McBride has been appointed to the Library Planning Commission, replacing Chuck Scott. There was a theft of 29 DVDs at NPL on Monday, and the incident is being investigated. Mr. Chase is scheduled to speak at a Kiwanis Club Breakfast later this week.

**Foundation Report:**

The Foundation will meet on Thursday, May 19 at 6:00 pm.

**New Business:****A. Professional Services - Roof (Action)**

Mr. Lindberg moved that the board authorize Architect/Engineer fees not to exceed \$10,000 for a drainage system, skylight replacement and roof coating. Ms. Lewis seconded. Motion carried 6-0.

**B. Illinois Public Library Annual Report (Action)**

Mr. Sila moved to approve the Illinois Public Library Annual Report as presented and to have the Library Director submit it. Ms. Lewis seconded. Motion carried 6-0.

**C. Commitment to Site (Action)**

Ms. Rossi moved that the Town of Normal Library Trustees commit to completing a site analysis, building program, and conceptual designs for an optimal library facility in the Uptown 2.0 site that will best serve the residents of Normal. Ms. Lewis seconded. Motion carried 6-0.

**D. RFQ for Architectural Services (Action)**

Ms. Rossi moved to approve the RFQ for Architectural Services as amended and to have the RFQ issued and circulated. Mr. Sila seconded. Motion carried 6-0.

**E. Strategic Planning and Development Planning (Action)**

Ms. Lewis moved to approve the Strategic Planning Proposal as presented with fees not to exceed \$20,000. Mr. Sila seconded. Motion carried 6-0.

**Unfinished Business:****A. Goals Review (Discussion)**

Mr. Chase reviewed the additional goals he has set for himself for calendar year 2016, as outlined in his director's report.

**B. Performance Review Form (Discussion)**

This item was tabled for May's board meeting.

**C. Strategic Planning (Discussion)**

A trip to Cedar Rapids to tour the Cedar Rapids Public Library is being planned. The Retirement Center has opened and is being served by a deposit collection from NPL. A list of respondents to the RFQ for Architectural Services will be provided at the May board meeting. Library Strategies is expected to begin the strategic planning process around the second week in July.

**Suggested Items for Next Agenda:** Mr. Ray would like to take action to formally acknowledge NPL's support of and contributions towards an "Autism Friendly Community."

**Adjournment:** Mr. Sila moved to adjourn the meeting at 6:55 pm. Ms. Lewis seconded. Motion carried 6-0.

The next regularly scheduled meeting will be Wednesday, May 25, 2016 at 5:00 pm.

***Signed:***

---

**Secretary**

**Normal Public Library**

---

**Date of Approval**