

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**June 29, 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, June 29, 2016. The meeting convened at 5:03 pm, President Jess Ray presiding, and Sarah Grammer, Secretary.

**Members Present:** Jess Ray, President, Terry Lindberg, Vice-President, Sarah Grammer, Secretary, Charles Sila, Treasurer (arrived at 5:07), Pam Lewis, Adam Rahn, and Rebecca Rossi.

**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. Rossi moved to approve the minutes of the May 25, 2016 meeting. Mr. Rahn seconded. Motion carried 6-0.

**Approval of Expenditures:** Mr. Lindberg moved that expenditures of \$88,581.24 and 2 payrolls of \$148,294.57 be paid. Ms. Lewis seconded. Motion carried 6-0.

**President's Report:**

Mr. Ray acknowledged Mr. Lindberg for his time at Bloomington Public Library and mentioned another acknowledgement that appeared recently in the Pantagraph. Mr. Ray and Mr. Chase were interviewed by WGLT about the future of the library on Tuesday, May 31st, following a Library Planning Committee meeting.

**Public Comment:**

None.

**Library Director's Report:**

Mr. Chase gave an overview of his Director's Report from the board packet. NPL received the Illinois State Per Capita Grant check. Circulation is up almost 10% year-to-date, and the four Summer Reading Programs are going well. Additional security cameras were recently added to the facility.

**Foundation Report:**

The Foundation is scheduled to meet on Thursday, July 21 at 2:00 pm to begin strategic planning with Library Strategies. There are currently two vacancies on the board. The Teen Mobile Makerspace that the Foundation funded through the Giving Tuesday campaign last November held a grand opening on June 17th.

**New Business:**

A. Ordinance Establishing Prevailing Wage Rates (Action)

Mr. Lindberg moved that the board approve the 2016 Annual Ordinance (#2016-2) Establishing Prevailing Wage Rates. Ms. Lewis seconded. Motion carried 6-1 with Mr. Sila voting no.

**B. Architectural Services - Selection Process (Action)**

Mr. Sila moved that the board invite the architectural firms Engberg Anderson, HGA, OPN, Stantec, StudioGC, and Wight to make a presentation. Mr. Rahn seconded. Motion carried 7-0.

**C. Owner's Representative (Action)**

This item was tabled until the July 21st board meeting.

**D. FY2017-2022 Budget Preparation (Discussion)**

The Library Director has not yet received the budget handbook with key dates for the budget process but asked board members to begin considering any desired changes involving revenue, services, and staff for the next fiscal year.

**Unfinished Business:**

**A. NPL Foundation Appointments (Action)**

This item was tabled until the July 21st board meeting.

**B. Intergovernmental Agreement with Unit 5 (Action)**

This item was tabled until the July 21st board meeting.

**C. Strategic Planning (Discussion)**

A trip to Cedar Rapids to tour the Cedar Rapids Public Library and possibly other libraries with the Town Council has been planned for August 9th. The board discussed identifying key stakeholder groups for the planning process.

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

**Adjournment:** Mr. Ray adjourned the meeting at 6:44 pm.

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

***Signed:***

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

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***Date of Approval***