

**Minutes of the Board of Trustees  
Normal Public Library  
November 20, 2019**

**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 20, 2019. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jim Rogal acting as secretary.

**Members Present:** Jess Ray, President, Jim Rogal, Erin Ripley-Gataric, and Katelyn Trunnell.

**Members Absent:** Jd Davis, Secretary, Pam Lewis, Terry Lindberg, Vice President

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

**Community Members Present: None**

**Review of the Agenda:** No additions or corrections noted.

**Approval of Minutes:** Ms. Trunnell moved to approve the minutes of the October 30, 2019 meeting. Ms. Ripley-Gataric seconded. Motion carried 4-0.

**Approval of Expenditures:** Ms. Ripley-Gataric moved to approve the expenditures of \$50,585.37 and two payrolls of \$ 164,400.24. Ms. Trunnell seconded. Motion carried 4-0.

**President's Report:** Mr Ray said thank you to staff.

**Public Comment:** None

**Library Director's Report:**

Mr. Chase, staff seating has been ordered. DVD coupons will be for sale. Custom catalogs for different specific topics such as games and "library of things" may be an option. 50<sup>th</sup> episode of the podcast came out today. Meet and greet with the Bloomington Public Library is being pursued. Water Fountain on the basement level needs to be fixed or replaced. Sensory App (Infiniteach) that will provide library specific information to assist patrons in preparing for a visit to the library.

**Foundation Report:** Annual campaign and Giving Tuesday coming up. Structure conversations for early 2020 for individual donors.

**New Business**

FY2020 Illinois Public Library Per Capita Grant Application (Action)

Discussed review of chapters required under the application such as the Library bill of Rights. We have already started putting some of the suggestions into practice such as a security assessment by the Normal Police Department. Motion made by Ms. Ripley-Gataric and second by Ms Trunnell. Motion carried 4-0.

**FY202-2025 Budget (Discussion)**

Nothing has been done since changes were asked for based on a slight reduction in our budget. Digital costs continue to rise in the per use content. January 16<sup>th</sup> at noon will be the budget discussion with the Town of Normal at noon.

**Director Performance Review Form (Discussion)**

Possible changes to the review form and how that might impact our current review timeline. Changes would need to be submitted by January 1<sup>st</sup>. Chairman Ray had some general ideas on how some of the forms could be changed without too much impact to the process. Ms. Trunnell commented about her one time filling out the form and what she has seen in other forms used by other libraries through an ILA training session she attended. It should not be a review of the library but of the director specific. Mr. Chase will make some of the basic changes to the form that were suggested and will forward it back to the board for further review.

**Executive Session: None**

**Next meeting agenda**

- Choosing of bid for accessible restroom renovations
- 2020 Budget discussion
- Director Performance review

**Adjournment**

Meeting adjourned at 6:24pm.

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Secretary

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Date