

**Minutes of the Board of Trustees  
Normal Public Library  
December 18, 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, December 18, 2019. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jd Davis, secretary.

**Members Present:** Jess Ray, President, Jd Davis, Secretary, Pam Lewis, Jim Rogal, Erin Ripley-Gataric, and Katelyn Trunnell.

**Members Absent:** 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.

**Community Members Present:** N/A

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

**Approval of Minutes:** Ms. Lewis moved to approve the minutes of the November 20, 2019 meeting. Ms. Ripley-Gataric seconded. Motion carried 6-0.

**Approval of Expenditures:** Ms. Lewis moved to approve the expenditures of \$59,502.61 and three payrolls of \$249,950.68. Ms. Davis seconded. Motion carried 6-0.

**President's Report:** Mr. Chase, Ms. Davis, and Mr. Ray meet with President Keith Cornille of Heartland Community College. It was an opportunity to discuss ways the Library and HCC can partner in future endeavors. Mr. Ray thanked the staff for all the work they do throughout the year.

**Public Comment:** None

**Library Director's Report:** Kudos to staff for a great year and great programming. The recent Polar Express events were very successful. Paul Swiech will fill the local government role for the Pantagraph. Craig Humphrey, long-term custodian, is retiring in January. The Library Planning Committee will meet in January. The new staff seating arrived and the old seating was donated to the Habitat for Humanity ReStore.

**Foundation Report:** The Foundation will meet in January, and will make plans for individual donor meetings.

**New Business**

**Approval of Bidder for Accessible Restroom Project (Action)**

Mr. Chase informed the Board about current ACM (asbestos) testing, which showed less than 1% but still present. The Library is in discussions as to whether they will test again, or opt for abatement. Mr. Chase also provided background information for the alternate additions to the base bid. Ms. Lewis asked about timeline, which is late winter/early spring to start construction. The money is coming from the Special Reserve Fund that the Board created.

Ms. Davis moved to approve Felmley Dickerson as the successful bidder for the main floor accessible restroom project ("toilet room renovation and new toilet room"), including alternates 1-4, for a total of \$174,670, plus a \$10,000 contingency fee as recommended by Dan Pohrte of Product Architecture, for a total construction cost of \$184,670. Ms. Lewis seconded. Motion carried 6-0.

**FY2020-2025 Budget (Discussion)**

Mr. Chase updated the Board on current budget discussions. The budget remains essentially flat for the upcoming year from the current year, reflecting no opportunity for growth and real possibilities for potential cuts in Library services and hours. Discussions are still occurring for future years.

**Director Performance Review Form (Discussion)**

Changes were made to the review form for this year. The Likert scale was removed, and the questions focused on items that the Board had direct knowledge of. Mr. Chase informed the Board of how he utilizes the feedback from the review to improve performance for the next year.

**Unfinished Business**

N/A

**Next meeting agenda**

Policy Review – Meeting Room Policy

Possible discussion with fundraising consultant Peter Pearson of Library Strategies

**Adjournment**

Meeting adjourned at 6:56pm.

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Secretary

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Date