

**Minutes of the Board of Trustees
Normal Public Library
December 20, 2017**

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 20, 2017. The meeting convened at 5:00pm, President Jess Ray presiding, and Adam Rahn, secretary.

Members Present: Jess Ray, President, Adam Rahn, Secretary, Rebecca Rossi, Treasurer, Pam Lewis, JD Davis, and Joel Studebaker.

Library Staff Present: Brian Chase, Library Director, John Fischer, Adult Services 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 November 29, 2017 meeting with the 'LRay' amendment as discussed. Ms. Davis seconded. Motion carried 6-0.

Approval of Expenditures: Mr. Rahn moved that expenditures of \$58,535.33 and 2 payrolls totaling \$148,779.37 be paid. Ms. Rossi seconded. Motion carried 6-0.

President's Report:

Mr. Ray wanted to thank the staff for all their hard work during the upcoming holiday season.

Public Comment:

Tori Melican wished everyone a safe and happy holiday season.

Library Director's Report:

Mr. Chase informed the board that over 1,600 NPL cards were going out to Unit 5 students. He also informed the board that the website was moving forward still, and that during January they would be updating the digital signage around the library. Mr. Chase reminded the board about the upcoming budget workshop for the Town of Normal and encouraged those interested to attend the library portion.

Foundation Report:

Ms. Lewis reported that the foundation had a good board built and that they would be identifying officers in early January before their annual meeting.

New Business:

A. Per-Capita Grant Application (Action)

Ms. Lewis moved to submit the application as presented, Ms. Davis seconded. Motion passed 6-0.

B. Ordinance Adopting a Policy Prohibiting Sexual Harassment (Action)

The board discussed the library's goal of being compliant with all town ordinances, and the need for additional phrasing within the document. Mr. Studebaker moved to approve the ordinance as amended. Ms. Lewis seconded. Motion passed 6-0.

C. Facility Planning (Discussion)

The board discussed the planning of the new facility as well as maintenance of the current building.

Unfinished Business: None.

Suggested Items for Next Agenda: Facility Planning, Foundation, Director Review.

Adjournment: Meeting was adjourned at 6:40 pm.

The next regularly scheduled meeting will be Wednesday, January 31, 2018 at 5:00 pm.

Signed:

Secretary
Normal Public Library

Date of Approval