

**Minutes of the Board of Trustees  
Normal Public Library  
February 26<sup>th</sup>, 2020**

**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, February 26, 2020. The meeting convened at 5:32 pm, President Jess Ray presiding, and Jd Davis, secretary.

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

**Members Absent:** None.

**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 January 29, 2020 meeting. Mr. Rogal seconded. Motion carried 7-0.

**Approval of Expenditures:** Mr. Lindberg moved to approve the expenditures of \$54,977.92 and two payrolls of \$159,597.56. Ms. Trunnell seconded. Motion carried 7-0.

**President's Report:**

Thank you to the staff, and especially Jeanne Moonan, who is retiring at the end of this month after 38 years.

**Public Comment: None**

**Library Director's Report:**

Mr. Chase also thanked Ms. Moonan for her decades of service, for being a good friend and colleague, and for being a great asset to the Town of Normal. The group discussed the Yule Ball and any free/low cost promotions that exist. He talked over the items listed in the Director's Report.

**Foundation Report:** Peter Pearson will be here on March 10<sup>th</sup> to meet with the Foundation Board to talk about engaging individual and corporate donors. He will meet with Pam Reece, Library staff members, and others during the day. He will meet with NPL Board members that night.

**New Business**

**Approval of Bidder for West Roof Replacement (Action)**

Mr. Lindberg moved to waive the provision for five years of continuous business under the same name, and accept the bid from Wyman Roofing and Sheet Metal for the replacement of the west roof for \$107,500.00. Ms. Lewis seconded. Motion passed 7-0.

**Van Purchase (Action)**

Mr. Chase stated that the Library, with the growing focus on outreach, is in need of a second van. The new V/R equipment is stored in oversized cases, which necessitates a larger vehicle. The Library is working through a State Joint Purchasing Agreement to procure the best pricing. Once purchased, the Library will outfit the van to be able to secure items inside, and put graphics on the outside to promote the Library.

Van Gundy provided an insurance quote for the new vehicle. Coverage will go into effect upon delivery.

Ms. Lewis moved to approve the purchase of the van at a cost of \$26,885 .00 via the State Joint Purchasing Agreement from Morrow Brothers Ford in Greenfield, IL. Mr. Rogal seconded. Motion passed 7-0.

**2019 Annual Report (Discussion)**

Mr. Chase thanked his staff for a productive year. Outreach has grown well, increasing the visibility of the Library throughout the Town. Mr. Ray asked about noting the physical count of patrons coming through the door each year, and Mr. Chase will look to include the number in the report. Mr. Chase is particularly proud of 1000 Books before Kindergarten which showed great success this year. The report is included in the Board packet.

**Executive Session: Section 2(c)(1) Personnel (Action)**

The Board went into Executive Session at 6:52pm. Ms. Trunnell moved, Ms. Lewis seconded.

Roll Call:

Jess Ray - Present

Terry Lindberg - Present

Jim Rogal - Present

Jd Davis - Present

Katelyn Trunnell - Present

Erin Ripley-Gataric - Present

Pam Lewis – Present

Mr. Chase joined the Board at 7:20pm for the session to receive his annual review.

The Board left Executive Session at 7:48pm.

**Unfinished Business**

N/A

**Next meeting agenda**

Executive Session: Section 2(c)(1) Personnel (Action)

**Adjournment**

Meeting adjourned at 7:50 pm.

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Secretary

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Date

**The March 25, 2020 meeting of the Board of Trustees of Normal Public Library  
was cancelled due to COVID-19.**