

**Minutes of the Board of Trustees
Normal Public Library
February 27, 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, February 27, 2019. The meeting convened at 5:01 pm, President Jess Ray presiding, and Jd Davis, secretary.

Members Present: Jess Ray, President, Terry Lindberg, Vice President, Jd Davis, Secretary, Pam Lewis, Joel Studebaker, Shawn Woodson, Treasurer, and Katelyn Trunnell.

Library Staff Present: Brian Chase, Library Director, Tori Melican, Children's Services Manager, Mariana Mwilambwe, intern from NCHS, Emily Klay, the graphic designer, and Laura Golaszewski, the community engagement manager.

Community members present: Jim Rogal, Erin Ripley-Gataric, and Kathleen Lorenz.

Review of the Agenda: No corrections or additions

Approval of Minutes: Brian Chase noted that there were no January minutes because of the meeting cancelled due to cold weather. Pam Lewis moved to approve the minutes of the December meeting. Joel Studebaker seconded. Motion carried 7-0.

Approval of Expenditures: Mr. Lindberg moved to approve the expenditures in the amount of \$141,244.63 and four payrolls in the amount of \$318,015.42 be paid. Ms. Lewis seconded. Motion carried 7-0.

President's Report: The Statement of Economic Interest is due May 1st. Mr. Ray announced that Karen Schmidt is leaving the Illinois Wesleyan University library, and Scott Walter is taking her place. Sheila Allen's paintings are on display. He thanked Mr. Chase and staff for the end of year report.

Rick Lewis is the new director of the ARC.

Public Comment: Mariana Mwilambwe introduced herself as the Library intern.

Library Director's Report: Mr. Chase talked about the Live and Learn grant: March 14th he is speaking with the grant review team to discuss our qualifications. Plumbing repairs and replacing exterior doors are taking place. Mr. Chase gave kudos to the staff for the 2018 annual report. All of the Town departments create reports, and these are aggregated for the public on the Town website.

Danny Rice, NPL Children's Librarian, has accepted a new position in Elgin as the Bookmobile Manager.

Foundation Report: Next meeting is March 12 at 5pm. Author Lisa McMann is visiting in April on the 26/27. They are trying to reach out to sponsors ahead of time. The goal is to raise \$10,000 for the event in sponsorship. The next Library sale is the first weekend of April, with the 5th as the presale.

New Business:

Strategic Plan

The group must start thinking about revisiting this, since it expires next year. The current plan was the first created and had buy-in from community members. It created a strong vision and mission for the Library. They wanted measurable goals that went beyond checking out books. Roles that didn't exist when this was made (Laura and Emily) are making the Library grow in directions that could not be planned for; i.e., outreach, the census program, international relations; home delivery, Books on the Go, Peace Meal. There is a deliberate effort to show up at community meetings and see how the Library can assist with any needs, to raise awareness with cohesive marketing and outreach.

- "What a blessing" was a comment from a homebound senior who thought the library was out of reach, but connected through Peace Meals.

Mr. Ray asked how the current goals were. Ms. Golaszewski noted that some goals can be crossed off, but most of them are continual, as the needs of the community shift the Library strives to meet them. Looking at Goal 4 of the current plan, the building limits what services can be provided. The public space does not provide what is needed, and the stacks have been trimmed to accommodate as much as possible. They understand the limitations and work to maximize the capabilities. Ms. Lewis pointed out that the Annual Report was so glowing that it made it seem like the Library was not struggling at all with spacing issues. There is a need to highlight more of the pain points.

Mr. Lindberg suggested adding "collaboration" somewhere in the document, and Mr. Ray suggested it at the end of Goal 1. A new goal will be that now they have put library cards in the kids' hands, they must market it to them and get them in the door. We can build off of this plan, as there is no need to get rid of it all and start over. Don't lose sight of strengths and the "wins" that have been gained. Because of the new outreach, the community engagement and buy-in will be more intensive when the process comes up again.

Ms. Lewis stressed the importance of documentation; the struggles, the number of times that someone wants to book a room and can't because rooms are full or space is full. These situations look good for numbers, but are bad for those who want to use it and can't. Both Mr. Ray and Mr. Studebaker had examples of not being able to schedule rooms even with advance notice.

Brian created a Board calendar for 2019, also includes the Facilities plan for the foreseeable future since the Library is in this building.

Next Agenda

- Revisit COLA discussion
- Finalize updates of Strategic Plan

Executive Session

Ms. Lewis moved, Mr. Woodson seconded, and the Board entered Executive Session with a 7-0 roll call vote at 6:17 pm.

After leaving Executive session at 6:37 pm, Mr. Lindberg moved to adjourn the meeting, and Mr. Studebaker seconded. Motion passed 7-0. The meeting was adjourned at 6:38 pm.