

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**May 27, 2020**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held Online via Zoom, and streaming via YouTube on Wednesday, May 27, 2020. The meeting convened at 5:30 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 and John Fischer, Adult Services and Circulation Manager.

**Community Members Present:** N/A

**Review of the Agenda:** 2021-2023 Strategic Planning Process (Action) adjusted to the correct dates of 2021-2024 Strategic Planning Process (Action).

**Approval of Minutes:** Mr. Rogal moved to approve the minutes of the April 29, 2020 meeting with the addition of the closing time. Ms. Lewis seconded. Motion carried 7-0.

**Approval of Expenditures:** Ms. Lewis moved to approve the expenditures of \$131,006.46, and the February, March, and April payroll totaling \$472,506.41. Ms. Trunnell seconded. Motion carried 7-0.

**President's Report:**

Mr. Ray thanked the Board for being at the Zoom meeting, and thanked the NPL staff being here during these unprecedented times.

**Public Comment:** None

**Library Director's Report:**

Mr. Chase thanked the Board for their time. He informed the Board that digital content increased during the lockdown, as expected. Restroom abatement is almost finished and is waiting for the sink to be completed, but the Library is hopeful to have Curb-It starting soon. Mr. Chase then discussed the items located in the Director's Report of the Board packet.

Mr. Rogal asked about the increase in digital, specifically Hoopla, and the impact that will have on the budget for this year and next. Mr. Chase informed the Board that libraries across the nation are discussing solutions to this issue, including limiting pay-per-use options or higher-priced options. He noted that Hoopla brought forward free options that did not count against a patron's monthly total.

Mr. Rogal asked about YouTube, Facebook, and website views, and how the Library was tracking live viewings vs those who come back and watch later. Mr. Chase does not have the analytics at this time, but both gentlemen noted that the online programs had garnered a following well beyond Normal's borders.

Mr. Lindberg asked about whether Bloomington had started their curbside service, and Mr. Chase confirmed that this was happening. Ms. Ripley-Gataric asked about offsite returns. At this point it will be through the Curb-It program as a single point of collection, and the items will be quarantined for seven days. The Library is considering how to handle donations, but that will not start at this time. Mr. Chase noted that the Library is considering an offsite venue for the next book sale to allow for more space. Mr. Lindberg noted that some of the donations could be directed to the Little Free Library program.

Mr. Ray asked about the Beanstack app, which the Library is using for the Summer Reading program. Mr. Chase encouraged the Board to download and check it out.

Ms. Lewis asked about patron response to being closed. Mr. Chases stated that the patrons ask about summer reading, but respond positively when they hear that a new restroom is one reason that this cannot happen right now.

Mr. Ray congratulated the Bloomington Public Library Director for being elected President of ILA.

#### **Foundation Report:**

Mr. Chase shared Peter Pearson's report in the Board packet. He reiterated that our role as a Board is advocacy for the Foundation. The Library is in the process of hiring a part-time development person to help move the project forward. The Foundation donated \$5000 toward summer reading, which went toward purchasing books for youth participants. The Foundation annual meeting is in July, where officers will be elected.

#### **New Business**

##### **2021-2024 Strategic Planning Process (Action)**

Mr. Chase is seeking approval Ms. Lewis and Mr. Ray stated support for Sue Hall and Toni Garvey to run the project, for a total of \$9400 plus expenses. They will work with Leadership, Foundation, the Board, staff, and community members to create the Strategic Plan. The hope is for the plan to be completed by September to inform any budget needs for next year. Ms. Lewis asked whether the new development position would be included in the planning process, and Mr. Chase indicated that it could guide what this person works on.

Mr. Rogal motioned to complete Strategic Planning process with Sue Hall, not to exceed \$10,000. Ms. Lewis seconded. Motion passed 7-0.

##### **Personnel Policy Update: Emergency Closings (Action)**

Ms. Lewis moved to approve the Personnel Policy Update: Emergency Closings. Mr. Rogal seconded. Discussion ensued. Ms. Trunnell asked about part-time workers, and whether this document should include how they are paid. The Library carried an average number of hours for each employee. Ms. Davis asked about the leave policy. Motion passed. 7-0.

##### **COVID-19 Plan (Discussion)**

Ms. Lewis asked about whether Illinois has considered libraries essential services at this point. Mr. Chase informed the Board that, on DCEO recommendation, by not being specifically defined, there is flexibility in the services that can be offered based on ability and need. Curbside is being offered most often in this phase, while "grab and go" indoor services are being considered for the next phase with physical distancing guidelines.

Ms. Trunnell asked how walking and biking patrons might use the Curb-It service, and Mr. Chase gave an overview of how they envision the process. Mr. Chase noted that big concern is weather, as there is no overhead cover available. The staff is also creating “browser packs”, where the patron answers a few questions and the staff selects books for them based on their answers. This is also being done through the Facebook page currently.

Ms. Davis asked about staff comfort level and how training will happen for new procedures. Mr. Chase noted that the staff is excited to come back, and the Library is striving to work around childcare and any other logistical issues.

**Approval of Executive Session Minutes: Section 2(c)(21) (Action)**

Ms. Davis moved to enter executive session for the Approval of Executive Session Minutes: Section 2(c)(21) (Action). Ms. Lewis seconded.

Executive Session entered at 6:27 pm.

Executive Session left at 6:29 pm.

**Unfinished Business**

N/A

**Next meeting agenda**

COVID-19 (Discussion)

Strategic Planning Process Update (Discussion)

**Adjournment**

Meeting adjourned at 6:34pm.

Ms. Davis moved to adjourn; Ms. Trunnell seconded.

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Secretary

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Date