

**Minutes of the Board of Trustees
Normal Public Library
May 29, 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, May 29, 2019. 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, and Katelyn Trunnell.

Members Absent: Erin Ripley-Gataric

Library Staff Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, John Fischer, Adult Services and Circulation Manager, and Tori Melican, Children's Services Manager.

Community Members Present: Derek Beigh, Pantagraph

Review of the Agenda: Ms. Davis will change the phrasing of "one payroll" to either "payroll" or "two payrolls."

Approval of Minutes: Ms. Lewis moved to approve the minutes of the April 24, 2019 meeting. Ms. Trunnell seconded. Motion carried 6-0.

Approval of Expenditures: Mr. Lindberg moved to approve the expenditures of \$73,129.80 and two payrolls be paid for \$157,605.92. Ms. Lewis seconded. Motion carried 6-0.

President's Report:

Thank you to the NPL staff for all that they do, especially now since Summer Reading started.

Public Comment: None

Library Director's Report:

Overall recap of the list of Director's Items.

Nonresident fee: Since NPL is insulated among other library systems, no one qualifies for this. This is a formality, showing that we are willing to participate in the program if that situation changes.

Parking lot policy: This gives the Library the ability to move cars if needed. Slips are already placed on cars when they are parked overnight, with some success. The goal is not to regularly tow people out of either lot, but to have the process ready if this ever needed.

Library Card policy: This allows the Library to use the Normal Police Department to recover materials after a set amount of time being overdue. Mr. Chase emphasized that reclaiming the materials is more important than collecting money from people.

Mr. Lindberg asked about the current Library expenditures, as a large sum has already been spent so early in the budget year. Mr. Chase explained that money is moved from the budget to the Special Reserve fund immediately, and will clarify this process at a future meeting.

Foundation Report:

At their last meeting, Mr. Chase talked to the Foundation about priorities, and how to spend resources. The Foundation would like to spend time meeting individually with donors in the community. A typical meeting would include Mr. Chase and at least one Foundation member.

New Business**Nonresident Fee (Action)**

Calculations for this are found in the Director's Report. This is per household, not per person, and rounded to the nearest dollar.

Ms. Lewis moved to approve the Nonresident Fee at \$182.00. Mr. Rogal seconded. Motion carried 6-0.

Parking Lot Policy (Action)

To be able to tow from the lot, signs will be added to all entry points of the lot. An additional "Welcome to NPL" sign will be added to maintain the welcoming nature of the Library. The Town already has a contract in place with Joe's Towing; NPL only needs proper signage. Emphasis was again made that the Library does not want to tow people, only make a very clear warning that they reserve the right to do so. If there is programming at 10am, and the lot is full of non-customers before the Library opens, then this is an example of when the policy would be enforced. Ms. Lewis asked about website notifications, and Mr. Chase stated this could happen.

If a bicycle is left, the Library will put a sign on it for one week and then have it removed by the NPD.

Ms. Lewis moved to approve the Parking Lot policy as presented. Mr. Lindberg seconded. Motion carried 6-0.

Library Card Policy (Action)

This change in policy provides staff an additional step in attempting to recover items that are long overdue, missing or lost. Non-returned materials are considered theft. NPL would like to work with NPD on accounts that are in the collections stage for over \$50 in fines. This threshold can be negotiated. At the present time, 1063 accounts have balances over this amount, and no measures are in place when current procedures have been exhausted. The focus is to bring the materials back, and not on the money due. There is a budgetary impact when materials need to be replaced.

Discussion: The Board felt that \$50 seemed like a small amount to call the police over, and could be changed to "over \$200." If the cutoff is changed, it affects 138 accounts that are below that amount. The phrase "will call the police" should be changed to "may call the police" in order to give the staff flexibility. Currently NPL offers numerous options for fine-forgiveness; for example, this is an initiative for signing up this week for the Summer Reading Program and have fines forgiven (this does not apply to lost, damaged or missing items). NPL would communicate with customers that the overdue policy now includes this additional step. The Library would send a certified letter to all affected accounts.

Ms. Lewis moved to approve the policy as amended by Mr. Lindberg (over \$200, "may" call NPD). Mr. Lindberg seconded. Motion carried 6-0.

History of Social Services at NPL (Discussion)

Ms. Ripley-Gataric requested this information, so Mr. Ray suggested tabling this item to the next meeting. The Board agreed.

Unfinished Business: None

Next meeting agenda

History of Social Services at NPL

Prevailing Wage

Summer Reading

Adjournment

Meeting adjourned at 6:06 pm.