

**Minutes of the Board of Trustees
Normal Public Library
June 24, 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, June 24, 2020. The meeting convened at 5:30pm, President Jess Ray presiding, and Jd Davis, secretary.

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

Members Absent: Terry Lindberg, Vice President

Library Staff Present: Brian Chase, Library Director and John Fischer, Adult Services and Circulation Manager.

Community Members Present: N/A

Review of the Agenda: At 6:02pm, it was noted that the agenda item **DVD Fees and Overdue Fines (Action)** should be changed to **DVD Fees and Overdue Fines for the Whole Library Collection (Action)**.

Approval of Minutes: Mr. Rogal moved to approve minutes of the May 27, 2020 meeting. Ms. Lewis seconded.

Jess Ray - Approved

Terry Lindberg - Absent

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

Motion carried 6-0.

Approval of Expenditures: Ms. Ripley-Gataric moved to approve the expenditures of \$69,039.92, and three payrolls for the month of May totaling \$233,090.23. Ms. Lewis seconded.

Jess Ray - Approved

Terry Lindberg - Absent

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

Motion carried 6-0.

President's Report:

Thank the staff of NPL, and the patrons for their understanding and their willingness to work through the challenges.

Public Comment: None

Library Director's Report:

Mr. Chase discussed all items in the Director's Report. He offered kudos to the staff for a wonderful job dealing with constant transitions, and thanks to the Board for support. Mr. Ray asked if Mr. Chase had noticed any unexpected trends during the shelter-at-home phase. Mr. Chase stated that they were watching carefully how Curb-It and reopening the Library affect the high usage of digital media. The demands for different media (digital, physical, CDs, etc) will change, so they are keeping an eye for how this should be reflected in the budget.

Ms. Trunnell commented on the Story Walk, which has been a success. Ms. Ripley-Gataric and Mr. Fischer both produced ideas for an adult walk. Mr. Rogal asked about the number of people taking advantage of the Curb-It program. Mr. Fischer noted that the number who make reservations is around 550, but that does not take into account those who drop in without calling ahead. Ms. Lewis asked about the likelihood of having a sale before the end of the year, and Mr. Chase detailed time, volunteer, and monetary considerations of having a sale offsite.

Foundation Report:

The Foundation will meet in July for their annual meeting. The Foundation gave \$5000 to support Summer Reading to purchase books for awards. They are working to post the position for the part-time development person. They are in the midst of the yearly Foundation audit.

New Business

Nonresident Fee (Action)

Mr. Chase provided the calculations for the Nonresident Fee. Mr. Ray noted that very few patrons need to take advantage of this, based on the location of NPL. Ms. Lewis moved to accept the nonresident fee of \$182.04 for the coming year. Ms. Trunnell seconded.

Jess Ray - Approved

Terry Lindberg - Absent

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

Motion carried 6-0.

DVD Fees and Overdue Fines for the Whole Library Collection (Action).

Mr. Chase noted that they found a 1938 Rules & Regulations of NPL, which contained some fun history for this topic. Fines that year were 2 cents per day, with a \$1 nonresident fee.

Because of fee removal, NPL will now be able to share collections with other libraries and expand titles for patrons. NPL and BPL will both do this, and do a public release of the information together late next week. Ms. Trunnell asked about whether removing the DVD will affect the collection purchases, but Mr. Chase noted that streaming habits likely lessen the past need to buy multiple copies of a title. Ms. Lewis noted that theaters are closed, so more people may be looking to NPL to provide movie entertainment. Mr. Chase mentioned that even some theaters are moving offerings virtually.

Mr. Rogal moved to remove the DVD fees and overdue fines for the whole Library collection. Ms. Ripley-Gataric seconded.

Jess Ray – Approved
Terry Lindberg - Absent
Jim Rogal – Approved
Jd Davis – Approved
Katelyn Trunnell – Approved
Erin Ripley-Gataric – Approved
Pam Lewis – Approved

Motion carried 6-0.

2021-2024 Strategic Planning Process (Discussion)

The staff survey will go out soon, and the staff will have two weeks to complete it. The goal is to discover how to better serve the patrons internally. The Board and community will be surveyed in August.

COVID-19 Plan (Discussion)

Curb-It is going very well, and patrons are excited to be “back” at the Library. Quarantine time for returned materials have decreased from seven to three days. The Library is also accepting donations for the book sale. The Town is being incredibly helpful with items needed to store materials and run the outdoor Curb-It program. The next challenge is how to sustain/expand the program as businesses reopen, since people are becoming accustomed to the convenience.

There are a multitude of ways that libraries around the country are opening, with varying degrees of limitations. Mr. Chase anticipates starting with a mostly grab & go system, with limited seating reserved for computer use. Patrons will be encouraged to use hand sanitizer before handling materials. Keeping the door count manageable has not been an issue elsewhere in the State, but staff will prepare a plan in case it is an issue.

The restrooms are still not completed, which is a factor. Ms. Lewis asked about a completion date for the restrooms, and Mr. Chase estimated the end of July due to delays.

BPL is opening on Monday and NPL staff will monitor this and make adjustments as necessary. Ms. Ripley-Gataric asked about BPL’s parameters for opening, which Mr. Chase said it was best to look at their website, which offers the complete list.

Unfinished Business

N/A

Next meeting agenda

N/A

Adjournment

Meeting adjourned at 6:17pm.

Secretary

Date