

**Minutes of the Board of Trustees  
Normal Public Library  
June 28, 2017**

**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, June 28, 2017. The meeting convened at 5:00 pm, President Jess Ray presiding, and Adam Rahn, Secretary.

**Members Present:** Jess Ray, President, Adam Rahn, Secretary, Pam Lewis, Rebecca Rossi, and Jd Davis.

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

**Review of the Agenda:** No corrections or additions were made.

**Approval of Minutes:** Ms. Lewis moved to approve the minutes of the May 31, 2017 meeting. Ms. Rossi seconded. Motion carried 5-0.

**Approval of Expenditures:** Ms. Lewis moved that expenditures of \$64,811.73 and 2 payrolls totaling \$155,474.35 be paid. Ms. Davis seconded. Motion carried 5-0.

**President's Report:** Mr. Ray recently attended an Economic Outlook for McLean County event at Illinois Wesleyan University, and reported that the economic outlook for the community remains bright.

**Public Comment:** None.

**Library Director's Report:** Mr. Chase gave an overview of his Director's Report from the board packet. Mr. Chase informed the board that summer reading numbers are great, currently sitting at 4,153 participants. The NPL website development is taking a slight break in lieu of Meghan's departure, drafts of the strategic plan continue to be worked on, and the Unit 5 initiative continues to move forward.

**Foundation Report:** An introductory meeting is anticipated for early July to get members together.

**New Business:**

A. Ordinance Establishing Prevailing Wage Rates (Action Item, Roll Call Vote)

Ms. Rossi moved to approve, Mr. Rahn seconded. Ms. Ray voted in favor, Ms. Lewis voted in favor, Ms. Davis voted in favor, Ms. Rossi voted in favor, and Mr. Rahn voted in favor. Motion passed, 5-0.

B. Feasibility Study (Action)

Ms. Davis moved that the feasibility study be approved as presented, Ms. Lewis seconded. Motion passed, 5-0.

C. FY2018-2023 Budget Preparation (Discussion)

Due to an evolving workforce the resources, focus, community and staff expectations of communications from NPL need to change. As such, Mr. Chase is seeking to create a full-time

communications manager position, a full-time graphic designer position, and possibly a full-time staff position dedicated to development and foundation activities. No action was taken.

**D. Appointment to NPL Foundation (Action)**

No action taken.

**E. Appointment to NPL Board of Trustees (Action)**

At 5:42 pm Ms. Lewis moved to enter into executive session for the purpose of "Section 2(c)(3): Selection of a person to fill a public office." Ms. Rossi seconded, motion carried 5-0. The executive session ended at 5:55 pm. The meeting resumed at 5:55 pm. Ms. Rossi moved that Joel Studebaker be appointed to fill the board vacancy. Ms. Lewis seconded. Motion passed 5-0.

**Unfinished Business:** None.

**Suggested Items for Next Agenda:** Budget.

**Adjournment:** Ms. Rossi moved to adjourn, Ms. Lewis seconded. Meeting was adjourned at 6:05 pm.

The next regularly scheduled meeting will be Wednesday, July 26, 2017 at 5:00 pm.

***Signed:***

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***Secretary***  
***Normal Public Library***

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***Date of Approval***