

**Minutes of the Board of Trustees  
Normal Public Library  
July 21, 2021**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, July 21, 2021. The meeting convened at 6:00pm, President Jess Ray presiding, and Jd Davis, secretary.

**Members Present:** Jess Ray, President, Jd Davis, Secretary, Erin Ripley-Gataric, Katelyn Trunnell, Lynda Lane, Beth Robb

**Members Absent:** None

**Library Staff Present:** Brian Chase, Library Director, John Fischer, Adult Services and Circulation Manager, Tori Melican, Director of Children's Services, and Jennifer Williams, Technical Services Manager.

**Community Members Present:** None

**Review of the Agenda:** No corrections or additions

**Approval of Minutes:** Ms. Lane moved to approve the minutes of the June 16, 2021 meeting. Ms. Ripley-Gataric seconded.

Motion carried 6-0.

**Approval of Expenditures:** Ms. Ripley-Gataric moved to approve the expenditures totaling \$160,600.95 from June 10, 2021 to July 14, 2021 and two payrolls for the month of June totaling \$137,774.42. Ms. Lane seconded.

Motion carried 6-0.

**President's Report:** Mr. Ray informed the Board that Joan Steinburg, long-term supporter of the Library, passed away recently. He reminded everyone that Mr. Rogal submitted his resignation, as he was recently appointed to the McLean County Board. He noted that the Town of Normal voted to approve the funding for the underpass in Uptown Normal. He then thanked the staff of NPL, the Trustees, and the patrons for their continued support.

**Public Comment:** None

**Library Director's Report:** Mr. Chase reviewed the items in the Director's Report. The Board discussed Lydia Greene's watercolor paintings that are available for sale with 30% of proceeds donated back to the Library Foundation. Mr. Chase shared information about the recently available plot of land for sale by ISU, which was mentioned previously as a potential site for the new Library. He mentioned the Library Planning Committee is meeting this week, its first meeting since the underpass funding was announced. Mr. Chase also shared memories of Joan Steinburg, noting her over 30 years of direct service to the Library. She was well-known to the NPL staff and community.

**Foundation Report:**

Ms. Ripley-Gataric stated that the Foundation is starting the process to replace the recently vacated part-time fundraising position. Mr. Chase informed the Board of the potential to work with the Dolly Parton Imagination Library. Mr. Chase expects there would be a higher than average response rate for McLean County. He is hoping to secure multiple sources for initial funding to ensure the program would succeed. Local donors are already pledging support to the cause. This would be a community-wide initiative.

**Library Advocacy Report:**

Ms. Lane and Ms. Robb signed up for the ILA conference, part of which has a focus on library advocacy.

**New Business****Abatement Project (Discussion)**

Mr. Chase continues discussions with architects from StudioGC Architecture about the project. The bid documents are almost complete. The base bid is to tear out the ceiling, abate the asbestos, and reconstruct. An alternate of the bid could address issues beyond what is removed for the abatement project, possibly including improved lighting, cabling, shelving and floor coverings throughout the facility. Other physical improvements will be prioritized as they are identified and assessed. Improvements could impact the entire building rather than just the half in which abatement will take place.

NPL Staff will have access to the collection while the Library closes for abatement construction. The Community Activity Center is available for programming space at this time. Another location will be needed to serve the public, collect returns, provide a set of newer and popular materials, and offer computer access. An additional location may be required for accepting deliveries, processing new materials, etc.

**Architectural Services for Planning (Action)**

Ms. Robb moved to approve the \$19,500 proposal from StudioGC, Inc. to provide architectural design services for the Library. Ms. Ripley-Gataric seconded.

The motion passed 6-0.

**FY2022-2027 Budget Preparation (Discussion)**

Mr. Chase reminded the Board that one year ago fines and fees were removed from the Library and the budget, which has been very successful from a community standpoint. He noted that staffing is lean at this time, and they are anticipating losing one full-time position. Expenses are up, and the budget is flat. Mr. Chase feels the Library is still in a good position, as the staff is skilled at staying within their budgetary constraints. The debt load remains zero. The Library staff members are experienced in searching for grants to supplement projects.

**Trustee Appointment Process (Discussion)**

With Mr. Rogal's resignation, there is an opening on the Board. It will be filled by appointment until the next election. A committee consisting of Ms. Trunnell and Ms. Davis will review applications, interview candidates, and bring a recommendation to the Board for approval. Community members have reached out with interest in the position.

**Staff Recognition (Discussion)**

Mr. Chase thanked his leadership team of John Fischer, Tori Melican, Jennifer Williams, and Laura Golaszewski. He praised their tremendous success and crucial leadership during Covid and the reopening.

**Unfinished Business (None)**

**Suggested Items for the Next Agenda**

- Add a section titled “Committee Reports” positioned before the Director’s Report
- Selection of Vice President
- Appointment to Library Planning Committee
- Budget Planning
- Trustees will receive an invitation to the Mayor’s Appreciation Reception at the Brown Ballroom in the Bone Student Center on Tuesday, August 3<sup>rd</sup> from 5:30 – 7:00pm.

**Adjournment**

Mr. Ray adjourned the meeting at 7:35 pm.

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Secretary

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Date