

**Minutes of the Board of Trustees
Normal Public Library
July 31, 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, July 31, 2019. The meeting convened at 5:35 pm, 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, Jeanne Moonan, Technical Services and AV Manager, and Tori Melican, Children's Services Manager.

Community Members Present: None

Review of the Agenda: No additions or corrections noted.

Approval of Minutes: Ms. Trunnell moved to approve the minutes of the June 26, 2019 meeting. Ms. Davis seconded. Motion carried 6-0.

Approval of Expenditures: Ms. Trunnell moved to approve the expenditures of \$102,973.23 and two payrolls be paid for \$170,534.03. Ms. Lewis seconded. Motion carried 6-0.

President's Report: Mr. Ray recognized the write-up in the Pantagraph for the Fix It Fair. Thanks to the staff, and to the Board!

Public Comment: None

Library Director's Report: Mr. Chase asked for Board opinion on whether the parking lot spaces should be angled to make parking easier for patrons. If they spots were diagonal, it allows for easier access to the second parking lot, and better spacing for accessible spots. All Board members agreed that the diagonal parking would be an improvement. The potential loss of one spot is less of a concern now that the library has use of the second lot. Options will also be discussed for keeping cars from idling in front of the entrance doors and the book drop-off.

Mr. Rogal asked about the drop in circulation. Mr. Chase noted that it is a nation-wide trend, but other libraries are combatting it by auto-renewing materials for their patrons. The drop is across multiple categories. People are also using the libraries for activities other than checking out books.

Mr. Chase discussed digital concerns that the Library is having. For example, Hoopla is a great service, but expensive, and hard to budget a set number for due to it being a pay-per-use model. Lynda was sold to LinkedIn, and will soon require a LinkedIn account to utilize the service. A digital content team has been set up to research all options moving forward. They will present these at the August meeting for further budgeting discussions.

Foundation Report: The audit is almost completed, and is going well.

New Business

Board Bylaws Review (Action)

Mr. Lindberg is not here, so no action can be taken. Tabled until next meeting.

FY2020-2025 Budget (Discussion)

Two revenues can be controlled within the Library: DVD fees, and fines.

Circulation has increased over the years, leading to a greater number of potential fines being issued. There are hybrid options available: making children’s books fine-free, and children’s DVDs free to rent. Fines are designed solely to bring the materials back into the Library, and not to generate revenue.

Coupons are handed out for DVDs in many different ways, so there are opportunities to not pay for these rentals. The Library is also planning to offer one free renewal for each rental. Complaints are not reported as often as they were due to a decrease in the fee and longer rental times.

Discussion ensued over how lost revenue from these initiatives would be recouped, how waiving fines for only certain groups would affect staff time, and other considerations for keeping or removing these fees and fines.

Unfinished Business:

Rules for Public Comment (Action)

Mr. Lenzini suggested that the line under item #9, involving petitions, written or electronic correspondence, could be removed entirely. Ms. Lewis also pointed out that a semicolon was needed in item #6. The Board agreed after discussion.

Ms. Lewis moved to approve the Rules for Public Comment as amended, to remove the final statement, adjust the grammar in #6, and correct the numbering of the list. Ms. Trunnell seconded as amended. The motion passed 6-0.

Next meeting agenda

Discussion Item – Allowing electronic participation during meetings for Board members.

Possible Action Item – Budget

Discussion Item – Board By-laws

Adjournment

Meeting adjourned at 6:58 pm.

Secretary

Date