

**Minutes of the Board of Trustees
Normal Public Library
August 28, 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, August 28, 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, Jim Rogal, Erin Ripley-Gataric, and Katelyn Trunnell.

Members Absent: Pam Lewis

Library Staff Present: Brian Chase, Library Director, John Fischer, Adult Services and Circulation Manager, 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: Mr. Rogal moved to approve the minutes of the July 31, 2019 meeting. Ms. Davis seconded. Motion carried 6-0.

Approval of Expenditures: Mr. Lindberg moved to approve the expenditures of \$70,937.18 and two payrolls of \$170,498.50. Mr. Rogal seconded. Motion carried 6-0.

President's Report: The Pantagraph reached out to Mr. Ray and Mr. Chase regarding the Board's thoughts on the potential new site for the Library, and the possibility of Normal and Bloomington combining libraries.

Public Comment: None

Library Director's Report: Adding to the Mr. Ray's report, Mr. Chase noted that the Pantagraph might contact Board members directly for individual opinions.

Mr. Chase shared that quotes were received for the parking lot work, which is expected to be completed this fall. He also provided more information for the Board bylaws, which will be on the September agenda.

The OverDrive Digital BookMobile will be here on Tuesday, September 10th, from 1-6pm. Any patrons with questions about this app and service are welcome, as hands-on assistance will be provided.

Foundation Report: The audit was finished, and Mr. Chase noted that Derek Gibb (treasurer) was instrumental in the work.

New Business:

Electronic Meetings Policy (Action)

For Board members to participate in a meeting electronically, this policy must be in place. It cannot be used for vacations; only work, Library business, family emergency and illness. A quorum must be physically present. Ms. Ripley-Gataric asked if it included those who want to make public comment; Mr. Chase will research this. The words “board members” could be added to the opening paragraph to make this clear.

This item was tabled, and the Board will take action at the September meeting, after the question is answered.

FY2020-2025 Budget (Action)

Mr. Chase detailed the State-required increase in part-time pay to \$15, which will be completed by 2024. Staffing levels will be maintained to provide an appropriate level of service to the community. .

Mr. Chase gave a brief overview of all line items on the proposed budget. With the understanding that the library remains in the current location, we continue to budget for appropriate maintenance and necessary improvements.

Mr. Chase used this time to detail the digital strategy. A comparison will be made between RB Digital and Hoopla involving popular, duplicated titles, in order to find the most cost effective system to offer these materials through. RB Digital offers Movie Pass, TV shows, and unlimited access to most streaming titles for less than Hoopla. This is combined with eRead Illinois, which is free. The goal is to keep the number of platforms to a minimum, while still offering the best content for a predictable and sustainable cost.

Mr. Chase must enter the budget to the Town by mid-September, and he anticipates that some numbers will change. He receives guidance from the Town Finance department. October is the month the Town Budget Committee will review, and the budget will be presented at the Budget Work Session in January. The budget will ultimately be approved in March of 2020.

Mr. Lindberg moved to authorize the Director to enter the preliminary budget numbers, and report back with updates. Ms. Trunnell seconded. The motion passed 6-0.

Unfinished Business:

Board Bylaws Review (Action)

This action requires all members to be present, and is tabled until the September meeting.

Selected Items for the Next Agenda

- Six-month review of minutes
- Board by-laws
- Electronic meetings policy

Adjournment

Meeting adjourned at 6:44 pm.

Secretary

Date