

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**January 19, 2022**

**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, January 19, 2022. The meeting convened at 6:00 pm, Secretary Jd Davis, presiding.

**Members Present:** Jd Davis, Secretary, Erin Ripley-Gataric, Lynda Lane, Beth Robb, Amy Ersland

**Members Absent:** Jess Ray, President, Katelyn Trunnell, Vice President

**Library Staff Present:** Brian Chase, Library Director and Jennifer Williams, Technical Services Manager

**Community Members Present:** None

1. **Review of the Agenda:** No additions or corrections.
2. **President's Report:** Ms. Davis thanked the NPL staff for their hard work and the Library patrons for their continued support. She encouraged Board members to sign up for the Year-Round Adult Reading Challenge.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

**Foundation:** Ms. Ripley-Gataric told the Board about the open development coordinator position and the proposed process for filling it.

**Library Advocacy:** Mr. Chase noted that the planning for Uptown South will begin around April 1<sup>st</sup>, 2022. Mr. Chase and Ms. Robb have been assured that Library representation will be involved in this planning.

**Library Planning:** The next meeting is on Friday, January 28<sup>th</sup>.
5. **Library Director's Report:** Mr. Chase discussed the items in his report. A special mention was made of the Budget session on January 28<sup>th</sup>. The Library also recently hired six part-time staff, and there is one open full-time position. Mr. Chase answered questions from Trustees about Library material audits, and whether the Library has received formal complaints about any pieces in the collection.
6. **OMNIBUS VOTE AGENDA**
  - A. **Approval of the Minutes of the Regular Board Meeting of December 15, 2021**
  - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$151,476.30 for two December payrolls, and \$72,167.40 for expenditures as of January 12, 2022**

Ms. Davis moved to approve all items on the Omnibus Agenda, Ms. Gataric-Ripley seconded.

Motion passed 5-0.

**7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**

No items were removed from the Omnibus Vote Agenda.

**8. NEW BUSINESS**

**A. Strategic Plan Review (Discussion)**

Mr. Chase provided information for the discussion. The Library staff requests feedback on this plan and process. The Board asked questions about individual points in the Plan, and Mr. Chase provided answers.

**B. Executive Session: Section 2(c)(1) Personnel (Discussion)**

Ms. Davis moved to enter into Executive Session to discuss Section 2(c)(1) Personnel. Ms. Lane seconded.

**Roll Call votes**

Jess Ray – Absent

Jd Davis – Present

Katelyn Trunnell – Absent

Erin Ripley-Gataric – Present

Lynda Lane – Present

Beth Robb – Present

Amy Ersland – Present

The Board entered into Executive Session at 6:56 pm. The Board exited Executive Session at 7:08 pm and returned to the Regular Meeting.

**9. UNFINISHED BUSINESS**

**A. Abatement Update (Discussion)**

Mr. Chase informed the Board that the creation of the bid documents has been delayed. The potential leased space is still available, and Mr. Chase is working with Town officials on negotiating details and a possible letter of intent regarding the property.

**B. Board Planning (Discussion)**

The delay of the bid documents requires the cancellation of the February 26<sup>th</sup> Board Planning meeting, with a future reschedule date. Timing for this meeting is on hold until solid plans are made for their release.

**10. Suggested Items for Next Agenda**

Personnel Policy – update to align with Town COLA changes, Juneteenth discussion, parental leave  
Abatement  
Board Planning  
Executive

**11. Board Comments and Concerns**

Local Elections in April 2023

**12. Next Meeting Date: February 16, 2022**

**13. Adjournment**

Ms. Davis adjourned the meeting at 7:33 pm.

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Secretary

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Date