

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**April 29, 2020**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held Online via Zoom, and streaming via YouTube on Wednesday, April 29, 2020. 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, Pam Lewis, Jim Rogal, Erin Ripley-Gataric, and Katelyn Trunnell.

**Members Absent:** None.

**Library Staff Present:** Brian Chase, Library Director and John Fischer, Adult Services and Circulation Manager.

**Community Members Present:** N/A

**Review of the Agenda:** The Abuse Prevention Policy and Procedures agenda item will be moved to the May 27, 2020 meeting. The COVID-19 Plan discussion agenda item was moved down from Item A to Item E.

**Approval of Minutes:** Ms. Lewis moved to approve the minutes of the April 29, 2020 meeting. Mr. Rogal seconded. Motion carried 7-0.

**Approval of Expenditures:** Mr. Lindberg moved to approve the expenditures of \$112,421.77. Payroll will be approved at the May 27, 2020 meeting. Ms. Lewis seconded. Motion carried 7-0.

**President's Report:**

Mr. Ray thanked the NPL staff for all that they do. Last week was Library Worker's Day. They are dealing well with the current situation and the new environment. A patron reached out asking when the Library will reopen; Mr. Ray told them that we follow the Governor and the CDC to keep the public safe. The ALA is working with museums and other public entities on how to resume business practices safely, and will hopefully release some guidelines soon. He thanked the Board for being here in the virtual environment.

**Public Comment: None**

**Library Director's Report:**

Mr. Chase thanked the Board for their support and guidance. He thanked John Fischer and Town IT staff for setting up the online capabilities for tonight's meeting. He gave kudos to all staff for being creative and courageous, and making the best of the situation in innovative ways. He thanked the patrons for their patience, but reiterated that safety is what guides the decision to return to normal operations. Laura G (Community Relations Manager) hosted a webinar on NPL's services today that brought in more than 350 people statewide.

Mr. Chase then discussed the items in the Director's Report. Ms. Trunnell asked about whether items had been purchased related to PPE gear, specifically the gloves that were on the purchasing report. Would those be used to offer curbside pick-up? Mr. Chase indicated that no plans had been made yet, but cleaning would be a priority. Other PPE items will be discussed during the COVID discussion item.

**Foundation Report:**

The meeting with Peter Pearson created a lot of momentum. The Yule Ball was on March 7<sup>th</sup> and had a great turnout. The book sale had to be cancelled due to quarantine restrictions, but the Library is considering safe ways to make it happen when businesses reopen.

**New Business****Illinois Public Library Annual Report (Action)**

Mr. Chase needs approval to add contact information in the report for Mr. Ray and Ms. Davis. Ms. Lewis motioned, Mr. Lindberg seconded. The motion passed 7-0.

**Abuse Prevention Policy and Procedures (Action)**

Tabled to May 27, 2020 meeting.

**Insurance Renewal (Action)**

Van Gundy provides great service to the Library. Rates have gone up this year, and the second vehicle was added to the policy. The renewal requires the Abuse Prevention Policy and Procedures, as well as the training that goes along with this, which will be approved next month.

Ms. Lewis asked about whether the insurance company would provide a discount because the vehicles are not being utilized, and the Library is lightly staffed with no patrons. Mr. Chase mentioned that contractors are in and out of the building, which could affect that. He will ask Van Gundy whether any discounts will be provided.

Ms. Lewis moved to approve as presented, Ms. Trunnell seconded. Motion passed 7-0.

**COLA (Action)**

This is a 0.3%, and the Library budgets for the April and October COLA each year. The Library tries to stay in line with the Town. Ms. Lewis moved to approve as presented, Mr. Rogal seconded. Motion passed 7-0. Mr. Chase thanked the Board for their action.

**COVID-19 Plan (Discussion)**

Mr. Chase is in conversations with local Library Directors, Town officials, and other business owners to make sure there are reasonable expectations and it is a phased process to reopen. The Library is prepared to quarantine items for 72 hours, but is waiting on confirmation that this will be required. Curbside service is a possibility, but a significant flow of cars could be difficult to handle. Keeping the staff and patrons safe is a priority. The number of patrons in the building may need to be limited. Time could be set aside for vulnerable populations, or the materials could be delivered directly to this population. Considerations are being made for furniture/shelving placement inside to ensure physical distancing and queuing for entry outside the building. Staff may have different responsibilities going forward to handle these needs.

Ms. Ripley-Gataric suggested using the Bloomington Farmers Market model to do curbside service, which would require patrons to adhere to a prescribed schedule. Mr. Ray asked about Summer Reading, and Mr. Chase indicated that it would start later and have a different model this year. Mr. Lindberg suggested coordinating with Bloomington Public Library for Summer Reading ideas.

Mr. Ray asked if a plan had been discussed to handle any friction that arises with future restrictions, whether that is wearing masks, limiting patrons, or physical distancing. While nothing has been finalized, discussions are ongoing.

**Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action)**

Ms. Davis moved to enter executive session for the Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action). Ms. Lewis seconded.

Executive Session entered at 6:15 pm.

Executive Session left at 6:19 pm.

Mr. Ray moved to keep the Executive Session minutes in the Executive Session, and not release any Executive Session minutes. Ms. Lewis seconded. The motion passed 7-0.

**Unfinished Business**

N/A

**Next meeting agenda**

COVID-19 ongoing discussion

COVID-19 and its effect on current policies (emergency closings, etc)

**Adjournment**

Meeting adjourned at 6:42 pm.

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Secretary

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Date