

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**April 28, 2021**

**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 28, 2021. The meeting convened at 5:31 pm, President Jess Ray presiding, and Jd Davis, secretary. Mr. Ray read a statement detailing his decision to hold this meeting virtually as opposed to in-person at the Library.

**Member Roll Call:**

Jess Ray - Present  
Terry Lindberg – Present  
Jim Rogal - Present  
Jd Davis - Present  
Katelyn Trunnell - Present  
Erin Ripley-Gataric - Absent  
Pam Lewis – Present

Erin Ripley-Gataric arrived at 5:32pm.

**Library Staff Present:** Brian Chase, Library Director (present onsite at NPL) and John Fischer, Adult Services and Circulation Manager.

**Community Members Present:** None

**Review of the Agenda:** None

**Approval of Minutes:** Ms. Lewis moved to approve the minutes of the March 31, 2021 meeting. Mr. Rogal seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved  
Erin Ripley-Gataric – Approved  
Pam Lewis - Approved

Motion carried 7-0.

**Approval of Expenditures:** Ms. Lewis moved to approve the expenditures totaling \$89,511.73 from March 23 2021 to April 21, 2021 and two payrolls for the month of March totaling \$142,181.36. Ms. Trunnell seconded.

Jess Ray - Approved  
Terry Lindberg - Approved

Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved  
Erin Ripley-Gataric - Approved  
Pam Lewis - Approved

Motion carried 7-0.

**President's Report:** Mr. Ray mentioned the passing of Harold Born, whose wife Betty has been a longtime volunteer for the Library. He thanked the staff for their work. The Foundation is doing "Confections and Cocktails for a Cause" with tickets available online. He noted that the two new Board Trustees will start next month, and that this was the last meeting for Ms. Lewis and Mr. Lindberg. He thanked them for their service.

**Public Comment:** None

**Library Director's Report:** Mr. Chase thanked the Board for support during Covid, and specifically the service of Mr. Lindberg and Ms. Lewis. He then went over the items in the Director's Report.

**Foundation Report:**

Mr. Chase mentioned the "Confections and Cocktails for a Cause" and that there are limited tickets. The donations over Library Week raised \$2,100 to use for new items in the Library of Things. Mr. Rogal asked about the Jason's Deli fundraiser, and Mr. Chase stated that they raised just over \$32 from the event. Ms. Lewis and Ms. Trunnell emphasized that even if the event did not raise a significant amount of money, they gained a corporate partner which could help with future endeavors.

**Library Advocacy Report:**

No report at this time.

**New Business**

**Insurance Renewal (Action)**

Mr. Chase noted the collaborative relationship with Van Gundy, the quality of the coverage, and the minimal increase as positive reasons to stay with Van Gundy.

Ms. Trunnell moved to approve insurance renewal with Van Gundy for policy year 2021-2022, as presented. Ms. Lewis seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved  
Erin Ripley-Gataric - Approved  
Pam Lewis - Approved

The motion passed 7-0.

### **Illinois Public Library Annual Report (Action)**

Ms. Davis noticed an error in the report, and Mr. Chase has corrected it.

Ms. Lewis moved to approve FY2021 Illinois Public Library Annual Report as presented, and authorize library director to submit on behalf of President and Secretary of Board of Trustees. Mr. Lindberg seconded.

Jess Ray - Approved

Terry Lindberg - Approved

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

The motion passed 7-0.

### **Freedom of Information Policy Update (Action)**

Mr. Chase detailed the updated information in the policy, and informed the Board that it will be updated again soon to reflect the new Trustees. Ms. Lewis asked if the Town attorneys look at this document, and it was confirmed that they looked at the original document. There have been no major revisions since that time.

Ms. Lewis moved to approve updated Freedom of Information Act Policy, as presented. Mr. Rogal seconded.

Jess Ray - Approved

Terry Lindberg - Approved

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

The motion passed 7-0.

### **Architectural Services for Interior Abatement (Action)**

Mr. Chase detailed the scope of the project. The Library may be closed for some time for this project, to be determined after the bid process is completed and a contractor is chosen. Mr. Lindberg asked about the requirement for an environmental consultant. Mr. Ray and Mr. Chase clarified that both the environmental consultant and the bid process will be a separate cost. Ms. Lewis shared her concern about the Summer Reading Program and whether this would affect it. The project timing will need to be determined by the winning contractor. Mr. Lindberg asked about liability and indemnification, and Mr. Chase confirmed that is part of the bid process. Ms. Trunnell noted that students will still want access to new materials, but also that staff will need to stay safe. Mr. Chase answered that all of the collection will be covered in plastic, and that patrons will be notified to gather as many materials as possible to make it through any closure of the facility. Mr. Ray added that the patrons can also utilize the Bloomington Library for their needs, with Mr. Chase adding other libraries in the area that are excellent as well.

Ms. Lewis moved to approve proposal with StudioGC Architecture for design and administration of ceiling abatement and renovation project, as presented. Mr. Lindberg seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved  
Erin Ripley-Gataric - Approved  
Pam Lewis - Approved

The motion passed 7-0.

#### **Purchase of Shelving for Children's Area (Action)**

Mr. Chase informed the Board that LFI is the chosen vendor, and that they have provided other furniture for NPL. He provided the layout of the changes in the Children's Area. Mr. Ray noted that this will be a way for children to engage with the collection in a more meaningful way. Ms. Lewis thanked Mr. Chase and the Library staff for making the most of the limited space in the current NPL location. Ms. Trunnell asked if, and Mr. Chase confirmed that, the existing shelving would be utilized elsewhere in the Library.

Mr. Rogal moved to approve the purchase of shelving for the children's area from LFI, as presented. Ms. Ripley-Gataric seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved  
Erin Ripley-Gataric - Approved  
Pam Lewis - Approved

The motion passed 7-0.

#### **Celebration of Pam Lewis and Terry Lindberg**

Mr. Chase gave a brief history of their tenures. Appreciation of their time was shared.

#### **Unfinished Business**

##### **Covid-19 Update**

Mr. Chase noted that there is a staff meeting upcoming, and he will be able to check in with all of the staff members. They will reevaluate the one-hour time limit that currently exists for browsing the Library.

##### **Next meeting agenda**

Election of Officers  
2-year Meeting Schedule  
Committee Appointments

**Adjournment**

Mr. Ray adjourned the meeting at 6:26 pm.

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Secretary

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Date