

**Minutes of the Board of Trustees  
Normal Public Library  
June 26, 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, June 26, 2019. The meeting convened at 5:30 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. Lewis moved to approve the minutes of the May 29, 2019 meeting. Ms. Trunnell seconded. Motion carried 6-0.

**Approval of Expenditures:** Ms. Lewis moved to approve the expenditures of \$71,764.07 and three payrolls be paid for \$239,312.42. Mr. Rogal seconded. Motion carried 6-0.

**President's Report:** Thank you to the staff!

**Public Comment:** None

**Library Director's Report:**

Mr. Chase mentioned the two Trustee opportunities available later this year for the Board. The towing signs were placed in the parking lots this past month, and there have been no comments noted by the public. Folks have been enjoying the outdoor furniture. "1,000 Books Before Kindergarten" is being well-received, and the first "kick-off" show with Jim Gill has already sold out. Mr. Chase then highlighted the points detailed in his report in the packet.

**Foundation Report:**

The NPL Foundation will have its first audit this year, to be completed by September 2019.

**New Business**

**Architectural Services for Accessible Restroom Project (Action)**

This company did the Discovery Room and the main floor remodel. This proposal is for the design and construction documents of the project, and then bids will be requested for the actual work. The goal is to refine what is actually wanted for the projects. The lowest responsible bidder who meets all qualifications and requirements will be chosen for the actual completion of the project.

Ms. Trunnell moved to approve the project as presented. Mr. Rogal seconded. The motion passed 6-0.

### **Rules for Public Comment (Action)**

The Town recently revised their Public Comment policies. While the NPL Board does not need to mirror it exactly, operating under a similar format can avoid confusion. NPL Board meetings will not require registration or strict time limits. Mr. Ray gave a brief history of Board public comment, including times that a clearly-stated policy was beneficial. The goal is to balance completing the business that is necessary, while still hearing what patrons and constituents need to say. Mr. Chase provided the suggested updated rules in the packet.

Mr. Ray suggested that city of residence be included with the requirement to state the person's full name. Ms. Lewis pointed out that the Board should maintain consistency with rules, regardless of the issues being discussed. Mr. Ray suggested either posting the rules in the Board room, or handing potential speakers a copy during the meeting. Ms. Lewis and Mr. Ray suggested softening the first point, taking out "only," and changing "appropriate" to "specified."

Mr. Rogal noted that electronic communications should be included. Ms. Trunnell suggested that it is stated on the policy that, if accommodations are needed, please contact the Board. This could be more appropriate on all agendas and on the copy of the policy handed to the potential speakers.

The item will be tabled until the July meeting to allow time to digest the materials and to give the absent member time to review and comment.

### **Board Bylaws Review (Discussion)**

These have not been reviewed since 2013.

Suggestions to be presented to Phil Lenzini, lawyer for NPL:

- Article III, Section 7: "Business at regular meetings shall include the following: (not in a particular order)"
- Article III, Section 7: Include Public Comment as a listed item
- Article III, Section 1: "Unless cancelled with proper notice"
- Remove Article III, Section 5 in favor of the language in Article IV

### **Unfinished Business:**

#### **History of Social Services at NPL (Discussion)**

Mr. Chase provided the Board with the details of NPL's collaboration with Project Oz and PATH. PATH and the local police departments have provided training to the staff in dealing with marginalized populations. The project is grant-funded on the social agencies' end, and at the current time this program is not running. The Library is considering a social work intern from ISU. Having an Outreach Coordinator has substantially increased the Library's visibility in the community and collaboration with new partners, such as Autism McLean and SPICE. SPICE has an informational bag that families can take home, complete the activities, and return to the Library; they can then be potentially connected with needed social services. The Library also participates in numerous outreach activities, including historical, LGBTQI+, veteran, and cultural events. Ms. Gataric-Ripley suggested having the SPICE bag in multiple languages, and Ms. Melican will look into this possibility.

### **Next meeting agenda**

Board by-laws

Public comment

Budget discussion – Circulation, earnings, rewards, and all items related to DVD rentals; Details of fines – how they are distributed across the stacks, potential of removing for all/only childrens/etc, effect on the circulation/return of materials if these are removed

**Adjournment**

Meeting adjourned at 7:08 pm.

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Secretary

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Date