

**Minutes of the Board of Trustees
Normal Public Library
July 25, 2018**

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, July 25. The meeting convened at 5:01pm, President Jess Ray presiding, and Jd Davis, secretary.

Members Present: Jess Ray, President, Terry Lindberg, Vice President, Jd Davis, Secretary, Joel Studebaker, Shawn Woodson, and Katelyn Trunnell. Absent was Pam Lewis.

Library Staff Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, and Tori Melican, Children's Services Manager.

Review of the Agenda: No corrections or additions were made.

Approval of Minutes: Mr. Studebaker moved to approve the minutes of the June 27, 2018 meeting. Mr. Woodson seconded. Motion carried 6-0.

Approval of Expenditures: Mr. Lindberg moved that expenditures of \$92,540.76 and 3 payrolls totaling \$228,300.34 be paid. Mr. Woodson seconded. Motion carried 6-0.

President's Report: Mr. Ray welcomed Katelyn to the board, and asked that anyone interested in mentoring her please email Mr. Chase. He thanked the Pantagraph and WGLT for their coverage of the new parking lot; Mr. Chase noted that the agreement was official on this day as all parties had signed. Mr. Ray asked that the Board read the article on the Bloomington library expansion, paying special attention to the comments. Reading the opinions of citizens, positive and negative, is beneficial for future conversations. Mr. Ray also mentioned a *Forbes* magazine article "Amazon Should Replace Local Libraries to Save Taxpayers Money" that was pulled from the website because of rousing public response. Reading the comments of this article provided numerous talking points of the positive aspects of public libraries, and why removing their access would be harmful to communities.

Public Comment: None.

Library Director's Report: Mr. Chase welcomed Katelyn to the Board, and mentioned the World Fair Day activities happening at the library this day. He noted that all Unit 5 Schools are now opt-out for Normal Public Library cards. This sparked conversation about online usage of library materials through Hoopla and Overdrive. Hoopla provides a wide range of electronic materials, with each patron allowed five credits. Audio books have the highest usage, but require the most credits. Prices must come down before more credits can be offered to patrons. To answer a question from Mr. Studebaker, Mr. Chase stated that the library's subscription to Hoopla is not based on the number of library cards in circulation at any time.

Mr. Chase then spoke of the Feasibility Study that will be presented first with the Library Planning Committee on the afternoon of August 29, and then to the Board at the normal meeting later that night. Mr. Chase shared that eight scenarios were presented in the study, ranging from a small addition to a new facility, with viable results in the middle.

In regards to the newly signed parking agreement, Mr. Chase stated that a better pedestrian walkway to the lot will be created, as well as improved signage. Mr. Chase will work with the Town Engineer to document the current state of the parking lot by video for future reference.

Mr. Chase told the Board about Danny Rice, the new Children's Librarian, who will join the staff in August. Mr. Rice has a diverse skillset, with an emphasis in technology.

Foundation Report: In Ms. Lewis' absence, Mr. Chase reported that fundraising planning is going well. This fall marks the beginning of the first Annual Fund, starting with a project involving a local philanthropic group. Mr. Chase asked that any Board member with information about local citizens or organizations willing to contribute to the cause please let him know. There will also be opportunities to write letters to these possible donors.

New Business:

A. Election of Secretary and Treasurer (Action)

Ms. Davis volunteered for the Secretary position. Mr. Stuebaker moved to approve the nomination, and Ms. Trunnell seconded.

Mr. Woodson volunteered for the Treasurer position. Mr. Stuebaker moved to approve the nomination, and Ms. Trunnell seconded.

B. FY2019 – FY2024 Budget (Discussion)

Mr. Chase stated that the Normal Public Library budget will be ready to present to the Board during the August 29, 2018 meeting. Certain questions remain to be answered, such as the balance of physical and digital collections. Also, a new staff person focused on communications could be hired.

Mr. Chase noted that the budget could include funding for advertisements for the Library, which Bloomington currently does but Normal does not. Another possible change is from unlimited renewals to automatic renewals, which could eliminate some staff time on manual renewals.

Mr. Stuebaker asked for alternatives to be considered before or instead of a collection agency. Mr. Chase will bring the wording of the collection letter as well as any relevant statistics to the August 29, 2018 Board meeting.

Mr. Stuebaker asked for more clarity on the Library Board's role in conjunction with the Town of Normal and any levies being passed. Mr. Chase explained that the Town of Normal works with the library to ensure a safe and appropriate budget for the library.

Mr. Studebaker asked if students who receive funding for free/reduced lunch and other subsidies could have fees waived for DVD rental. Mr. Ray pointed out the possible FERPA ramifications that could block the schools from providing this information. Mr. Chase will research this and bring answers back as they are discovered.

Unfinished Business: None.

Suggested Items for Next Agenda: None.

Adjournment: Meeting was adjourned at 6:32 pm. Ms. Davis moved to adjourn, with Mr. Studebaker seconding. Motion carried 6-0.

The next regularly scheduled meeting will be Wednesday, August 29, 2018 at 5:00pm in the board room of the Normal Public Library.

Signed:

Secretary

Normal Public Library

Date of Approval