

**Minutes of the Board of Trustees
Normal Public Library
July 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, July 29, 2020. The meeting convened at 5:30pm, President Jess Ray presiding, and Jd Davis, secretary.

Mr. Ray indicated it was prudent to conduct the meeting via Zoom due to COVID-19.

Members Present: Jess Ray, President, Jd Davis, Secretary, Pam Lewis, Jim Rogal, and Erin Ripley-Gataric.

Members Absent: Terry Lindberg, Vice President, Katelyn Trunnell

Library Staff Present: Brian Chase, Library Director (attending at Normal Public Library) and John Fischer, Adult Services and Circulation Manager.

Community Members Present: N/A

Review of the Agenda: No additions or corrections noted.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the June 24, 2020 meeting. Mr. Rogal seconded.

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

Motion carried 5-0.

Approval of Expenditures: Ms. Lewis moved to approve the expenditures of \$122,512.20, and two payrolls for the month of June totaling \$151,682.79. Ms. Ripley-Gataric seconded.

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

Motion carried 5-0.

President's Report:

Mr. Ray congratulated Erin-Ripley-Gataric for the article written about her family in the Pantagraph and for her election to the Green Top Co-op Board. He also extended congratulations to Stephanie Davis-Kahl, the new librarian of the Ames Library at Illinois Wesleyan University. Mr. Ray then read aloud the mission and vision of NPL, reminding the Board that these should be the statements guiding all actions and improvements. He asked the Board to be sure to engage with Library patrons and community members overall, and inquire of them how the Library is meeting their needs in the areas that affect their lives.

Public Comment: None

Library Director's Report:

Mr. Chase discussed the items in the Library Director's Report. Afterward, Ms. Ripley-Gataric asked about plans to reopen the Library, which he replied were first dependent on the work being completed on the main floor restrooms. While the building has been closed to the public, the Library is still able to provide almost all services except computer usage. The staff is currently weighing all options to safely provide this service to patrons.

Ms. Lewis asked if there were any problems noted with other Libraries opening. Mr. Chase responded that some are remarking on low patron count. Mask discussions are being handled with little disruption thus far. Overall impressions are that traffic is low, as patrons are still avoiding public places.

Foundation Report:

The annual meeting of the Foundation Board was moved to September, and they will elect new officers at this time. They are hoping plans move forward with holding the Book Sale this fall, which will raise money and eliminate the backlog of donated materials. They are still pursuing a half-time Development position, which they hope to fill by Labor Day.

New Business**2021-2024 Strategic Planning Process (Discussion)**

The staff survey is completed. The consultants will look at the data, meet with the management staff, and determine what steps to take from it. In August/September the consultants are planning to be in town to meet with stakeholders and community members. This will be moved to Zoom meetings if necessary. Mr. Chase feels that the current pandemic-related disruptions are helping the Library see strengths and weaknesses. These can be built upon and improved during the planning process.

COVID-19 Plan (Discussion)

Mr. Chase noted that the staff has fortunately remained healthy. If the Library opens, the plan is to possibly split the staff into two groups to ensure coverage if an outbreak happens. This may necessitate limiting Library hours. Staffing has been kept lean due to retirements, graduation, and part-time staff leaving for other reasons, but they are closely monitoring levels if more employees are needed.

Instead of buying an excess amount of single-use Plexiglas, the Library purchased white board dividers that have more flexibility in future usage and are popular with patrons. They are working on cleaning protocols in preparation for an eventual opening. Mr. Chase noted that the supply-chain for cleaning supplies is steady, but fragile, which is a concern.

Ms. Ripley-Gataric asked about Unit 5 linking virtually to the Library for ebooks or learning opportunities. Since Unit 5 services five different library districts, this could become expensive and complicated.

FY2021-FY2026 Budget (Discussion).

Mr. Chase expressed concern over the physical collection, since more-expensive digital options became popular during the quarantine and shelter-at-home stages. As Curb-It became available, the digital use did recede and physical materials were more in demand, putting the two options more in balance. Hours of operation are a consideration moving forward, as they must consider serving all patrons the best way possible while still keeping payroll at a responsible level. The Library is looking at peak usage to determine the best times to be open.

Unfinished Business

N/A

Next meeting agenda

N/A

Adjournment

Meeting adjourned at 6:15pm.

Secretary

Date