

Minutes of the Board of Trustees
Normal Public Library
August 26, 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, August 26, 2020. The meeting convened at 5:30pm, 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.

Member Roll Call:

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

Library Staff Present: Brian Chase, Library Director 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 July 29, 2020 meeting. Mr. Rogal seconded.

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

Motion carried 6-0.

Approval of Expenditures: Ms. Lewis moved to approve the expenditures of \$100,279.05, and two payrolls for the month of July totaling \$151,672.42. Ms. Ripley-Gataric seconded.

Jess Ray - Approved
Terry Lindberg - Absent
Jim Rogal - Approved
Jd Davis - Approved
Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved
Pam Lewis - Approved

Motion carried 6-0.

President's Report: Mr. Ray expressed thanks to the Library staff, and noted that it was nice to see the well-deserved kudos note from a patron of the Library.

Public Comment: None

Library Director's Report:

Mr. Chase discussed the items in the Library Director's Report. In other news, the Library had an all staff meeting on 8/25/20, during which the administration discussed the ongoing situation and encouraged everyone to stay healthy and stay safe.

Ms. Lewis asked about reaching out to local news outlets to promote the CDBG collaborations. Cathy Oloffson, recently hired as the Town of Normal Director of Communications and Community Relations, met with Mr. Chase and discussed intentional marketing efforts between the two entities. Mr. Chase will reach out to Ms. Oloffson about this idea.

Foundation Report: No Report

New Business

COVID-19 Update (Discussion)

Mr. Chase shared more about the staff discussions during the meeting held on 8/25/20. In preparation of reopening operations, their idea is to focus on a single entry, single exit method with an "ambassador" in between the doors to direct patrons. Signs will be posted reminding folks about wearing masks. The expectation must be set to a "grab and go" mentality, with no areas to sit and lounge for longer periods of time. Larger groups would be encouraged to make appointments to visit, creating a safer experience for everyone.

Staff will create a video detailing the current reality of the Library, so that patrons can be informed before they enter. This will show which areas are closed to the public, including seating, and help patrons understand the need to limit their time at the Library. Staff are also working to expand the new sensory app to include the virtual experience.

More discussion will happen about the hours that the Library will open, as they may change to fit needs and maintain high levels of service. Mr. Chase was informed by other open libraries that curbside service could decline by as much as 50%. They are still considering splitting staff into two groups to maintain healthy standards. This would greatly affect the hours the Library could be open.

Ms. Trunnell asked whether staff would still be working virtually if the Library opens, and employees who are parents will be affected. Mr. Chase noted that they are very sensitive to this, and are providing remote opportunities and flexible hours as much as possible. All remote staff members check in at regular intervals.

Computer Purchase (Action)

Ms. Lewis moved to waive the formal bidding process and accept the quote for \$63,999.36 from Dell for the purchase of computer equipment. Ms. Trunnell seconded.

Mr. Rogal asked about the turnaround time for this acquisition. Mr. Chase feels that it will be 5-7 days, as they asked for equipment that was in stock. Within one month they should all be in staff hands and operational.

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

Motion carried 6-0.

FY2021-FY2026 Budget (Action) – Tabled until September 30, 2020.

2021-2024 Strategic Planning Process (Discussion)

July/August saw several administrative vacations, so the process has not seen great strides. However, discussions have still occurred and there is still brainstorming happening. The last strategic planning process brought forth many important changes to the Library, and the staff are encouraged to share ideas. The current situation has also forced the need for new ways of thinking so that plans for any future occurrences can be accounted for.

The focus this time is on outreach, and maintaining the current facility. The last process concentrated on moving to a new facility, which is still a desire but not the main priority. The goal is to find ways to continue to serve the community the best that they can. They are considering setting up volunteer programs; these would be well-thought out before implementation in order to assist Library efforts efficiently.

Unfinished Business

N/A

Next meeting agenda

FY2021-FY2026 Budget (Action)

Adjournment

Meeting adjourned at 6:09pm.

Secretary

Date