

**Minutes of the Board of Trustees  
Normal Public Library  
August 29, 2018**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, August 29. The meeting convened at 5:03pm, President Jess Ray presiding, and Jd Davis, secretary.

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

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

**Review of the Agenda:** Mr. Ray noted that item C under New Business will not be discussed, and no action taken during this meeting. No other additions or corrections.

**Approval of Minutes:** Mr. Studebaker moved to approve the minutes of the July 25, 2018 meeting. Mr. Woodson seconded. Motion carried 7-0.

**Approval of Expenditures:** Mr. Woodson moved the expenditure and two payrolls totaling be paid. Ms. Trunnell seconded. Motion carried 7-0.

**President's Report:** Mr. Ray thanked the staff of the Normal Public Library for all that they do, and then announced that his report would be held to that due to the Feasibility Study Presentation.

**Public Comment:** None

**Library Director's Report:** Mr. Chase mentioned that registration of junior high and high school students in Unit 5 for the "opt out" library card program is complete. The new parking lot is receiving very positive feedback from the community. NPL will host members from two libraries who want to ask questions about this library's processes and successes.

**Foundation Report:** More info will be coming later this Fall concerning the first Annual Campaign.

**New Business:**

A. Feasibility Study Presentation

Dan Pohrte, Tiffany Nash, and Jim Lonergan from Product Architecture + Design developed a feasibility study on expanding or renovating the existing NPL site. This study was designed to explore opportunities and costs, and no project exists at this time.

Product worked with NPL before on the Discovery Room and other small projects. They presented a wide range of space and cost options; the more expansive the renovation, the more ecological, environmental, and staff requests were implemented.

When asked, they stated that most libraries at this time are opting for renovations, which end up cutting collections to add more meeting, maker, and other spaces. Comments were made as to staff space in the current library being insufficient, and the fact that this study provides options.

B. Cost of Living Adjustment (Action)

Mr. Lindberg moved to adopt the Resolution approving a 2.22% salary schedule adjustment for Classified employees to reflect a Cost of Living Adjustment. Ms. Lewis seconded, and discussion ensued.

Mr. Studebaker expressed his desire to see the COLA adjustment changed in the future, due to the percentage nature causing a disparity between the highest and lowest paid employees. He noted that the actual value of the raise was exponentially greater, at 1142%, than the 2.8% on the front end. He proposed that the Board discuss the issue at the next meeting, with an interest on equalizing the amount over all levels. This would mean a flat COLA vs. a percentage. Merit raises would remain the same.

Ms. Lewis asked for benchmarks from other libraries, and comparisons to their hours worked and hourly wages for employees. Mr. Ray stated for clarity that Mr. Studebaker was looking for a way to ensure that COLA addresses the proper amounts for each level, and that equity was a concern. Mr. Studebaker further added that he wished to adequately address the cost of living for all employees. For the future discussion, Mr. Ray would like a list of pros and cons to make it visual, including the other examples that Ms. Lewis requested. Mr. Lindberg asked that staff be asked for input, but not directly for pros and cons.

After discussion, the motion was approved 7-0.

C. Integrated Library System (Action)

Withdrawn due to no action required at this time.

D. FY2019-FY2024 Budget (Action)

Mr. Chase began the discussion by providing the Board with updated numbers for the Library Replacement Fund. This fund allows for updates to equipment, and now includes chairs and a building access control system.

Mr. Chase noted that the proposed budget is safe, but not overly so. The revenues exceed the expenses. The Library is able to do things this year that the compressed budget last year prevented them from doing. They are better prepared for a new full-time position and three 25 hr/week positions. The part-time wage was raised \$1, making the range \$10-\$15; this is on par with comparable libraries. Mr. Lindberg asked if there was any indication of items being cut based on the Town Budget. No answer is available to that question at this time.

Mr. Ray inquired as to what would happen if the overdue fine and AV fee (~\$47k/year) were removed. Mr. Chase noted that could limit planned expenditures, including collections, programs, facility improvements or personnel. He continued by saying that Hoopla, one of the online audio/electronic book options, is more expensive than providing the physical media. The company has content and ease of use, but pricing is an issue. If all patrons maxed out their allocation, the service would not be sustainable. Hoopla has no current plans to decrease their pricing for libraries.

Mr. Studebaker asked about property taxes, and developers asking for the Town to lower tax burdens. Lawsuits could potentially arise if intervention is needed, and the Town splits the costs among all entities if these occur. Mr. Chase will check with the lawyer, Mr. Day, to ensure that this is the proper procedure.

Mr. Ray stated that some people would prefer that the Bloomington and Normal libraries put money away until enough is saved for a new library. Mr. Chase cautioned that perhaps Foundation funds can be built in this manner, but Library funds should be used for operational expenses and planned replacements.

Ms. Lewis asked if the Town had projected property tax fees; Mr. Chase indicated this has not occurred yet. Mr. Chase stated that he is hesitant to combine the development and communications functions in a single position.

After this discussion, Ms. Davis moved to accept the proposed FY2019-2024 budget. Mr. Woodson seconded, and the motion was approved 7-0.

**Unfinished Business:** Ms. Trunnell asked about two outstanding items from the July 25, 2018 meeting. First, it was debated whether DVD rental fees could be waived for Unit 5 students receiving free or reduced lunches. Mr. Chase reported that he is waiting to hear back from Unit 5 regarding this possibility.

The second item involved the language used in collection letters, and the methods of retrieving materials. Mr. Chase reiterated that collections area not initiated until the amount reaches \$50. Since 2011, 2440 accounts for a total of \$359,000 have been sent to collections. Of those, \$39,000 in cash and \$139,000 in materials have been returned. The Return on Investment over the past year has been 17 to 1.

Mr. Chase will send the language of the collection letter to Unique Management, and ask how much of it can be changed. The goal is to keep the relationship with the patron intact while retrieving materials. Money is not the driving factor of the letter, and no complaints have been received about the agency sending it out.

**Suggested Items for Next Agenda:** Discussion of COLA.

**Adjournment:** Meeting was adjourned at 7:12 pm.

The next regularly scheduled meeting will be Wednesday, September 26, 2018 at 5:00pm in the board room of the Normal Public Library.

**Signed:**

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**Secretary**  
**Normal Public Library**

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**Date of Approval**