

**Minutes of the Board of Trustees
Normal Public Library
September 26, 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, September 26. The meeting convened at 5:02 pm, President Jess Ray presiding, and Jd Davis, secretary.

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

Library Staff and Members of the Public Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, John Fischer, Adult Services and Circulation Manager, and Derek Beigh, Pantagraph.

Review of the Agenda: No additions or corrections.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the August 29, 2018 meeting. Mr. Woodson seconded. Motion carried 7-0.

Approval of Expenditures: Mr. Lindberg moved to approve expenditures in the amount of \$51,146.88, and payroll in the amount of \$154,391.46 be paid. Ms. Lewis seconded. Motion carried 7-0.

President's Report: Mr. Ray informed the Board of the Alzheimer's Community Forum on October 3, 2018, from 6:00-7:30pm at the Midwest Food Bank. He reminded everyone of the Normal Public Library Book Sale starting Friday, September 28 with the pre-sale. Sunday, September 30 is the bag sale, and Monday, October 1 all books are free. The proceeds from the sale benefit the NPL Foundation. Mr. Fischer noted that while enough volunteers had been secured, more were always appreciated. As a finishing remark, Mr. Ray thanked library staff for all of their work.

Public Comment: It was noted that Emily, the daughter of former NPL Board Member Dawn Wilson, had passed away on September 17.

Library Director's Report: Mr. Chase prompted the Board to let him know of interest in two upcoming events. First, the Economic Development Council's Community Leaders Dinner is on October 9, with a representative from Rivian as the keynote speaker. Then, the Illinois Library Association Conference is in Peoria October 9-11, with Trustee Day on October 11. The focus is broad, with several topics that could be of interest.

Friday, September 28 is the last day for the photo booth promotion at the library. The Hudson Library Director has announced her resignation. The walkway from the new parking lot to the Library is imminent, but no date has been settled on yet.

Mr. Chase noted the need of a parking lot policy. Policing the lot during the day is a challenge, and if there is an event in the lot there is no set way to clear it.

Foundation Report: Mr. Chase informed the Board of the October 24 Foundation dinner, where the announcement of the first Annual Campaign will occur. Two hundred guests will be invited in a “friend-raiser” capacity.

New Business:

A. 3D Printing Policy (Action)

The first policy was created in August of 2015. Mr. Fischer stated that a new policy was needed to match more closely to what the Library currently does for customers, as the printer has the capacity to do more. Mr. Studebaker asked if the changes streamline the process for staff, and open up more automatic approvals; Mr. Fischer agreed. Mr. Lindberg asked if the Library was still on the 1st generation of 3D printers. The answer was yes, but it is still performing successfully and no plans are in place to upgrade for a few more years. Ms. Lewis moved to approve the 3D Printing Policy as proposed; Mr. Studebaker seconded, and the motion passed 7-0.

B. Feasibility Study – Next Steps (Discussion)

Mr. Chase stated that the Library staff is seeking advice, as people are asking what the next steps are after the Feasibility Study. He reiterated that the study really confirmed that the amount of money needed for a new facility was accurate. So, if the new facility is considered Option A, then Option B would be replacing the building or including an addition. Option C would be to renovate the existing building on a small scale.

Option C would focus on accessibility of restrooms and other areas of the Library. The second priority is reconditioning the staff space, and the third priority is storage. Grants are possible for accessibility and remodeling but require matching funds. These grants also need real plans with costs associated to them, which would require additional architectural services. The grants are competitive

Mr. Ray reiterated that the study provided the dollar figures, which helps the Foundation with options and allows the Board to continue to work with the Town Council. He noted that as grants are available, they should be prioritized over using Foundation dollars for renovations.

Discussion ensued among the Board members. General consensus was that, in lieu of a new facility, grants should be a priority to obtain the accessibility and staff space that is desired. Mr. Lindberg, a Board representative on the Library Planning Committee, noted that the Town Council is appreciative of the information that the study provides. The Council may discuss the results at their upcoming retreat, which has been scheduled to produce an updated strategic plan for the Town. The Library was a top focus of the strategic plan two years ago, but now this has shifted to a more comprehensive Uptown 2.0 with an underpass to where the Library would be positioned.

C. FY2019-FY2024 Budget (Discussion)

The Library budget is in a stable position at this time, with revenues over expenses. The Town budget presentation is scheduled for January 17, 2019. The Board typically attends the work session.

D. Cost of Living Adjustment (Discussion)

Mr. Stuebaker took the Board through a presentation demonstrating the differences between a percentage-based and a flat Cost of Living Adjustment. The Library could take the entire pool of money that would have been spent on a percentage-based COLA raise, and distribute it evenly among the staff as a flat dollar amount.

Mr. Lindberg felt it was an overreach as to what the Board should do, and that we had already approved the \$1 wage increase for part-time workers during the previous month's meeting. Mr. Ray was curious about the effect on retention, as those who max out on merit raises count on the COLA raise; a flat-rate may not be appealing to them. Mr. Stuebaker asked Mr. Chase for retention numbers on non-student workers at the Library. Ms. Trunnell asked if the split merit/COLA was a standard practice anywhere else. No members of the Board work in a place where this occurs, and are not aware of any other place that does.

After much discussion about it, Mr. Chase stated that the Library is currently on the same merit raise and COLA schedule as the Town, and this change could cause them to go off-schedule. Additional fees could arise from this situation.

Mr. Stuebaker asked that the Board vote to decide on the flat COLA during the October meeting.

E. Executive Session: 6-Month Review of Executive Session Minutes [Section 2(c)(21)]

Mr. Stuebaker moved for the Board to enter Executive Session, and Mr. Woodson seconded; this occurred at 6:28pm. The Board came out of Executive Session at 6:32. No action was taken.

Unfinished Business: None noted.

Suggested Items for Next Agenda

- A. Vote to decide on whether to move to a flat COLA for the Library.
- B. Enter Executive Session to review Executive Session minutes.

Adjournment: The Board voted unanimously to adjourn the meeting at 6:37pm.

The next regularly scheduled meeting will be Wednesday, October 24, 2018 at 5:00pm in the Board Room of the Normal Public Library.