

**Minutes of the Board of Trustees  
Normal Public Library  
September 30, 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, September 30, 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 at the Library.

**Member Roll Call:**

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

**Library Staff Present:** Brian Chase, Library Director (present onsite at NPL) 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 August 26, 2020 meeting. Ms. Trunnell seconded.

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

Motion carried 7-0.

**Approval of Expenditures:** Mr. Lindberg moved to approve the expenditures of \$252,150.07 and two payrolls for the month of August totaling \$149,832.35. Ms. Lewis seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved

Katelyn Trunnell - Approved  
Erin Ripley-Gataric - Approved  
Pam Lewis - Approved

Motion carried 7-0.

**President's Report:** Mr. Ray acknowledged recent tragedies in the community, and emphasized support for the Black Lives Matter movement. WGLT did a story on the Library that circulated on social media. He thanked the Library for its work on the census, as this determines items and funding that come back into the community. He gave kudos to the Library staff for getting the word out about voting, and educating people how to do so. Recently, Mr. Ray sat in on Board training for another board, and shared insights from that experience.

**Public Comment:** None

**Library Director's Report:**

Mr. Chase discussed the items in the Library Director's Report. He also echoed Mr. Ray's comments of the NPL staff's work on the census and spreading the word of its importance. He noted that the electrical inspection went well today, moving the Library one step closer to reopening. He invited the Board to find time to meet Joel McReynolds, the new part-time Development Coordinator, either by phone or in person to share our insights.

Mr. Lindberg asked Mr. Chase to share Mr. McReynolds' contact information. Ms. Trunnell asked for the Sensory App to be advertised again on social media to promote its use.

**Foundation Report:**

Mr. Chase shared the newly elected Foundation Board leadership team.

**New Business**

**COVID-19/Reopening Update (Discussion)**

Mr. Chase emphasized that the reopening date is not set at this time, and will most likely be announced shortly before it happens. Specific parameters and guidelines are being set, and pertinent information will be shared with the public when it is finalized. Overall, the emphasis will be on a "grab-and-go" mindset.

Ms. Davis asked about staff concerns over reopening, and Mr. Chase noted that they were concerned about enforcing the mask-wearing policy, and patrons browsing and returning materials to the shelf without quarantining. As for the masks, the staff are encouraged to find a manager to help discuss the issue with the patron. For the materials, there can be no guarantee that everything is virus-free, but protocols are in place to prevent this as much as possible. Hand sanitizer will be available and heavily encouraged.

Mr. Ray asked about feedback from Bloomington reopening. Mr. Chase was told to be ready for patrons to bring their own computers, and to expect a low patron count. The NPL staff have taken steps to prepare for both.

**FY2021-FY2026 (Action)**

Mr. Chase discussed the thought process behind moving budget items to different lines, as well as moving significant amounts forward to this fiscal year. Revenue expectations were lowered. Staffing has been kept lean, with positions remaining vacant throughout the pandemic. Mr. Chase is applying for three grants at this time. With these deliberate steps, Mr. Chase feels confident of Library stability over the next year. He reminded the

Board that the new part-time Development Coordinator is fully funded by the Foundation, and not taken out of the Library budget.

Mr. Rogal asked about the computers being ordered, and Mr. Chase confirmed that they had been received. Mr. Lindberg inquired about the budget for public access software being lowered for the next year. Mr. Chase noted that this budget had been bulked up last year, and was now back to normal levels. Mr. Lindberg asked about the empty full-time position spots, as they were still budgeted moving forward. Mr. Chase stated that they were keeping those, but removing three benefited part-time positions. Mr. Ray asked about the travel and training budget, and where that funding would be moved if these could not be utilized. Mr. Chase noted that the staff was seeking out online professional development opportunities, to maintain the learning culture of the Library. He added that anything leftover in the budget at the end of the year would be put into the special reserve fund.

Mr. Rogal moved to approve the budget as presented. Ms. Lewis seconded.

Jess Ray - Approved

Terry Lindberg - Approved

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

Motion carried 7-0.

#### **2021-2024 Strategic Planning Process (Discussion)**

Mr. Chase recognized that it is hard to plan patron engagement when the Library is closed. The current pandemic provides unique challenges, which the Library is using to inform better processes. The goal is still to have the process completed by the end of 2020. Mr. Chase encouraged the Board to communicate any ideas to assist in gathering feedback and participation.

#### **Unfinished Business**

N/A

#### **Next meeting agenda**

None noted.

#### **Adjournment**

Meeting adjourned at 6:18 pm.

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Secretary

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Date