

**Minutes of the Board of Trustees
Normal Public Library
September 25, 2019**

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 25, 2019. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jd Davis, secretary.

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

Members Absent: N/A

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

Community Members Present: Andrew Huhn, Director of Finance, Town of Normal

Review of the Agenda: No additions or corrections noted.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the August 28, 2019 meeting. Mr. Rogal seconded. Motion carried 7-0.

Approval of Expenditures: Mr. Lindberg moved to approve the expenditures of \$47,346.97 and two payrolls of \$168,252.93. Ms. Lewis seconded. Motion carried 7-0.

President's Report: The Pantagraph and the Community News ran the story mentioned last month about the Library. Mr. Ray thanked the Library staff for everything that they do, which included a very successful book sale. He noted that the Illinois State University Gamma Phi Circus is going to the Macy's Day Parade, which is a great representation of the Town of Normal.

During the report, Ms. Lewis related a story about a patron who expressed her satisfaction with the new parking lot.

Public Comment: None

Library Director's Report: Mr. Chase introduced Mr. Huhn, who is the Director of Finance for the Town of Normal. Mr. Chase informed the Board that the Live and Learn Grant was received, and plans involving this will be moving forward in the next few months. The Per Capita Grant funds were received this month as well.

The second floor drinking fountain will be replaced. The Library is completing a network refresh, with the goal of maximizing security. This involves training and awareness for the staff, as well as analyzing current procedures.

Parking lot improvement work starts October 7, making the north doors inaccessible for a brief period. The Board discussed accommodations that could be made to ease any inconvenience for patrons, such as moving the book drop. Advanced notice will be given regarding the closed parking lot as well as services moving to the leased lot.

Mr. Chase briefly noted other items included in his report in the Board Packet.

Foundation Report: The Foundation Board is looking to shift their fundraising focus to individual meetings with donors. Ms. Lewis expressed interest in how these conversations will be structured, and what the characteristics of a good donor are. Ms. Trunnell noted that the ARC at Illinois Wesleyan University has resources for helping non-profits build fundraising skills.

New Business

Architectural Services for West Roof (Action)

Mr. Lindberg moved to approve a contract (\$9,100.00 plus reimbursable expenses) with StudioGC Architecture for architectural services related to the west roof replacement. Ms. Lewis seconded. The motion passed 7-0.

Cost of Living Adjustment (Action)

Ms. Lewis moved to approve the 2% Cost of Living Adjustment for library staff. Mr. Rogal seconded. The motion passed 7-0.

FY2019 Audit (Discussion)

The Town audit, Foundation audit, and Library audit went smoothly. Pension funding and OPEB were noted as growing liabilities both locally and statewide.

FY2020-2025 Budget (Discussion)

Mr. Chase explained changes in the budget plan from last month, with Mr. Huhn adding clarity as needed. The creation of the Special Reserve Fund required initial funding from both the operating and replacement fund balances. The Special Reserve Fund is now available for major facility-related expenses.

Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action)

The Board agreed to move this agenda item to the end of meeting in consideration of community members' and Library staff time.

Ms. Davis moved to go into Executive session. Ms. Lewis seconded. Motion passed 7-0.

Executive Session was entered at 7:04 pm. Upon exiting the Executive Session at 7:06pm, Ms. Davis moved to approve the executive session minutes but not release any at this time. Ms. Lewis seconded. Motion passed 7-0.

Unfinished Business:

Board Bylaws (Action)

Mr. Chase noted that Article IV lists A, B and C statements, but the Board had discussed moving this to a single, concise paragraph. Mr. Ray read this paragraph, from the Director's Report, aloud. One change was made: To remove the word "entire" from the second sentence, and leave it as a presumed quorum of Board members present at the meeting.

Mr. Lindberg moved to approve the bylaws as amended. Ms. Lewis seconded. Motion passed 7-0.

Electronic Meetings Policy (Action)

Ms. Ripley-Gataric moved to approve the Electronic Meetings Policy as presented. Ms. Lewis seconded. Motion passed 7-0.

Next meeting agenda

Staff seating

Close dates 2020

Per capita grant requirements

Adjournment

Meeting adjourned at 7:07 pm.

Secretary

Date