

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**October 28, 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, October 28, 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 September 30, 2020 meeting. Mr. Rogal 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 \$101,401.64 and two payrolls for the month of September totaling \$148,216.05. 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 noted the return of patrons to the Library. He thanked the staff for their hard work during a notably stressful time.

**Public Comment:** None

**Library Director's Report:** The Library is open, which has gone well, and it is good to see the patrons again. Mr. Chase pointed out that at this point, the Library is not crowded and the "grab and go" concept is working quite well. He then discussed the items in his report.

**Foundation Report:** Mr. Chase introduced Joel McReynolds to Peter Pearson and Sue Hall, library fundraising consultants. They discussed starting the annual campaign. This will include personalized letters with follow-up, among other ideas tailored to individual donors. They debated pushing monthly giving, with awareness starting on Giving Tuesday.

#### **New Business**

##### **2021 Closed Date (Action)**

Mr. Rogal moved to approve the 2021 Closed Dates. Ms. Trunnell seconded. Mr. Chase then noted the one exception unique to this year, which is December 26. NPL policy does leave the option available to do this.

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.

##### **Review of "Serving Our Public 4.0: Standards for Illinois Public Libraries" (Discussion)**

Mr. Chase stated the importance of these standards guiding the Library. NPL staff will review them and provide feedback for the Board. Ms. Lewis suggested making it a discussion item for each month, which Ms. Davis supported. Mr. Lindberg brought up one of the guidelines involving succession planning, and a short conversation ensued about redundancy and back-ups for each area of the Library. Ms. Lewis stressed the need for technology security in light of a recent public breach of another Town of Normal business.

If any of the trustees have strong feelings about any of the standards, they should email Mr. Chase.

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

Mr. Chase expressed kudos to staff and appreciation for the patrons’ patience. The staff continues to monitor numbers and health considerations. Curb-It is still functioning and is a backup if needed. Mr. Lindberg asked what indicators the Library was following, and Mr. Chase stated that he was following recommendations from the DCEO and Town of Normal Fire Department. Ms. Trunnell asked about the number of patrons coming to the Library each day. Mr. Chase stated that the first few weeks were slow, but the number is increasing. They have seen between 100-200 people per day for the few weeks the Library has been open.

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

Mr. Chase again asked the Board to consider how to engage Library patrons during the pandemic, especially non-users. This will be an in-depth topic of discussion during the next meeting. The desire is to have a diverse cross section of the community, but the number of responders will be low without the ability to have as many face-to-face interactions. They have connections, but limited ways of doing so beyond impersonal surveys.

Ms. Lewis asked about what engagement they were considering. Mr. Chase wants meaningful conversations, which will likely need to include Zoom meetings or phone calls. Mr. Ray offered suggestions for encouraging participation, and recrafting ideas from the 2016 planning to inform the current needs.

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

Ms. Lewis moved to enter Executive Session at 6:24pm for the purpose of reviewing executive session minutes, per Section 2(c)(21). Ms. Trunnell seconded.

The Board exited executive session at 6:28 pm. Ms. Davis moved to approve the Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21), and not release those minutes to the public. Mr. Lindberg seconded.

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

**Unfinished Business**

N/A

**Next meeting agenda**

Discussion of the book

**Adjournment**

Meeting adjourned at 6:31pm.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date