

**Minutes of the Board of Trustees  
Normal Public Library  
October 30, 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, October 30, 2019. The meeting convened at 5:31 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.

Mr. Lindberg arrived at 5:35pm, after the Approval of Minutes and the Approval of Expenditures. Mr. Lindberg exited the meeting at 6:44 pm, during the Per Capita Grant discussion.

**Members Absent:** N/A

**Library Staff Present:** Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, 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 25, 2019 meeting. Ms. Trunnell seconded. Motion carried 6-0.

**Approval of Expenditures:** Mr. Rogal moved to approve the expenditures of \$99,112.83 and two payrolls of \$162,132.56. Ms. Lewis seconded. Motion carried 6-0.

**President's Report:** Mr. Ray noted the incident involving a fatality in the College Ave parking deck this morning at 6am. He emphasized the importance of mental health assistance for individuals, and seeking help when needed.

Mr. Ray thanked the staff for their great service, and mentioned the positive email that was sent to Mr. Chase earlier in the week as an example of this.

**Public Comment:** None

**Library Director's Report:**

Mr. Chase noted both the finished parking lot and the completed water fountain projects. He discussed all items in his report.

**Foundation Report:**

The Foundation is exploring how to best structure conversations with individual donors. The annual campaign will take place again, as will Giving Tuesday. Please share any ideas for Giving Tuesday initiatives.

**New Business**

**Closed Dates 2020 (Action)**

The Board discussed the dates that the Library will shut down for 2020, as listed in the Board packet. Ms. Lewis moved to approve the Closed Dates 2020 action item as presented. Ms. Ripley-Gataric seconded. The motion passed 7-0.

**Seating Purchase (Action)**

The Board discussed the purchase of 45 Aeron chairs, priced at a substantial discount per the U.S. Communities joint purchasing contract with Herman Miller, and executed via the local Widmer Interiors office. The Aeron chairs have a strong reputation of durability and high quality. This seating will be located in areas most frequently used by staff. Ms. Lewis moved to approve the purchase of 45 chairs at a total cost of \$38,444.10. Mr. Lindberg seconded. Motion passed 7-0.

**FY2020 Illinois Public Library Per Capita Grant Requirements (Discussion)**

The requirements for the grant are listed in the Board packet, and the Board was provided information to read for discussion at the meeting. Ms. Lewis completed the Continuing Education portion of the grant.

Discussion ensued on the required reading.

**FY2020-2025 Budget (Discussion)**

Mr. Chase met with the Town of Normal Budget Committee. The group discussed pension concerns, and the possible need for either a flat or decreased budget ext fiscal year. There should be a slight increase in the EAV. Discussions are ongoing.

**Executive Session: Section 2(c)1 Personnel (Discussion)**

This item was not needed.

**Next meeting agenda**

Continued budget discussion  
Director Review – Timeline and Process  
Board feedback on digital Content, specifically RBdigital

**Adjournment**

Meeting adjourned at 7:25 pm.

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Secretary

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Date