

**Minutes of the Board of Trustees
Normal Public Library
October 20, 2021**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, October 20, 2021. The meeting convened at 6:00 pm, President Jess Ray, presiding.

Members Present: Jess Ray, President, Jd Davis, Secretary, Erin Ripley-Gataric, Lynda Lane, Beth Robb, Amy Ersland

Members Absent: Katelyn Trunnell, Vice President

Library Staff Present: Brian Chase, Library Director, Tori Melican, Director of Children's Services, Laura Golaszewski, Community Engagement Manager, and Jennifer Williams, Technical Services Manager.

Community Members Present: None

Review of the Agenda: No additions or corrections.

Approval of Minutes: Ms. Robb moved to approve the minutes of the September 8, 2021 meeting. Ms. Lane seconded.

Motion carried 5-0, Mr. Ray, abstaining due to absence.

Approval of Expenditures: Ms. Ripley-Gataric moved to approve the expenditures totaling \$115,934.52 from September 1, 2021 to October 13, 2021 and two payrolls for the month of September totaling \$145,446.74. Ms. Lane seconded.

Motion carried 6-0.

President's Report: Mr. Ray welcome Amy Ersland to the Board and congratulated Tori Melican for her upcoming retirement. He thanked the staff of NPL for their continued support.

Public Comment: None

Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:

Foundation: Ms. Ripley-Gataric reported on the September meeting. The Foundation is continuing their goal to assist in the implementation of the Dolly Parton Imagination Library initiative with county-wide support. Mr. Chase noted that the annual campaign was beginning, and asked the Board to send him any donor suggestions.

Library Advocacy: Terry Lindberg was invited to assist with the advocacy efforts. Ms. Robb and Mr. Lindberg are planning for future conversations with potential advocates. Ms. Lane recommended that

she step down from the committee and allow Ms. Robb to continue with advocacy efforts in a liaison capacity.

Library Planning: Meets Friday, October 22, 2021.

Library Director's Report:

Mr. Chase welcomed staff members Laura, Tori, and Jennifer to the meeting. Ms. Ersland gave a brief personal introduction to the Board. Mr. Chase then detailed the items in his report.

New Business

2022 Closed Dates (Action)

Mr. Chase explained the rationale of the choices, including closing on the Monday after Christmas and closing at 5pm on the Wednesday before Thanksgiving. Ms. Davis asked about Juneteenth, and Mr. Chase confirmed that the leadership team discussed the option and decided to stay open and host programs for our community. When the Library personnel policy is next discussed, Juneteenth may become a floating holiday with Board approval.

Ms. Lane moved to approve the 2022 Closed Dates, and Ms. Ripley-Gataric seconded.

Motion carried 6-0.

FY2021 Audit (Action)

Mr. Chase noted that the Library audit went well, and that one potential concern is the operating reserve fund balance. This is why the Special Reserve Fund is on the agenda for this meeting. Ms. Lane asked whether any staff members were knowledgeable of the audit or finance processes, and Mr. Chase explained the Business Manager role as well as the purchasing process of the Library.

Ms. Lane moved to approve the FY2021 audit, and Ms. Robb seconded.

Motion carried 6-0.

Abatement Monitoring Contract (Action)

Mr. Chase explained the need to retain the expertise of BL McKee Environmental for the abatement project. Ms. Lane asked about the waste removal. Mr. Chase detailed that the aforementioned company will oversee that the project, including waste removal, is completed properly, but will not perform the actual abatement.

Ms. Robb moved to approve the Abatement Monitoring Contract with BL McKee Environmental, and Ms. Ripley-Gataric seconded.

Motion carried 6-0.

Special Reserve Fund Transfer (Action)

Mr. Chase informed the Board that there is approximately \$1.9 million in the Special Reserve Fund currently, but that may not be enough to complete all potential projects related to the abatement process. Town legal representatives confirmed that moving \$1.3 million from the Operating Fund Balance to the Special Reserve Fund is acceptable. This allows the Library flexibility in future projects, while keeping within the \$4 million cap originally set forth by the Board.

Ms. Ripley-Gataric moved to approve a \$1.3 million transfer from the Operating Fund Balance to the Special Reserve Fund. Ms. Lane seconded.

Motion carried 6-0.

Executive Session: Approval of Executive Session Minutes [Section 2(c)(21)] (Action)

Tabled until the November 2021 regular meeting of the Board.

Unfinished Business

Abatement Update (Discussion)

Mr. Chase explained the current abatement situation. He expects Board action may be needed at the December meeting.

Next meeting agenda

Approval of Executive Session Minutes from the September 8, 2021 Special Meeting
Tour of the Library

Board Comments and Concerns

The Board discussed outreach initiatives, lesser known Library amenities, and a future tour of the Library to prepare for the upcoming bid. The Library has also considered a Founders' Day celebration.

Adjournment

Mr. Ray adjourned the meeting at 7:30 pm.

Secretary

Date