

**Minutes of the Board of Trustees
Normal Public Library
November 18, 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, November 18, 2020. The meeting convened at 5:31pm, 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 – Absent
Jim Rogal - Present
Jd Davis - Present
Katelyn Trunnell - Absent
Erin Ripley-Gataric - Present
Pam Lewis – Present

Ms. Trunnell arrived at 6:18 pm, during the Strategic Planning section of the agenda.

Library Staff Present: Brian Chase, Library Director (present onsite at NPL) and John Fischer, Adult Services and Circulation Manager.

Guests Present (via Zoom): Toni Garvey and Sue Hall

Review of the Agenda: The discussion on Standards can be tabled until the December meeting.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the October 28, 2020 meeting. Mr. Rogal seconded.

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

Motion carried 5-0.

Approval of Expenditures: Ms. Lewis moved to approve the expenditures of \$29,104.83 and three payrolls for the month of October totaling \$223,867.99. Mr. Rogal seconded.

Jess Ray - Approved
Terry Lindberg - Absent
Jim Rogal - Approved

Jd Davis - Approved
Katelyn Trunnell - Absent
Erin Ripley-Gataric - Approved
Pam Lewis - Approved

Motion carried 5-0.

President's Report: Mr. Ray expressed his appreciation for the NPL staff and board members.

Public Comment: None

Library Director's Report: Mr. Chase discussed the Wifi and PPE grants. The Library is back to providing only curbside service as of last week. Children's Librarian Jane Jankowski has resigned her position to move closer to family. Mr. Chase attended a virtual institute today, and noted that libraries across the country are having challenges, but still striving to serve their communities however possible.

Foundation Report: The Foundation is launching the Annual Campaign. Joel McReynolds met with Sue Hall and Peter Pearson. A correspondence will be going out to potential donors, with an emphasis on monthly giving. If the Board has any suggestions for recipients of this communication, let Mr. Chase know.

New Business:

2021-2024 Strategic Planning Process (Discussion)

Mr. Chase thanked Ms. Hall and Ms. Garvey for their assistance with the planning. They gave a background of the last strategic planning process, and what has commenced so far with this one. The Board provided input to the planning, answering questions and providing feedback.

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

Discussion tabled until the December Board meeting.

COVID-19 (Discussion)

Mr. Chase thanked the Board for the support for the changes. Staff has been excellent at reverting to curbside again. The goal is to keep everyone safe and healthy through the holidays. Mr. Chase noted that the Library is not accepting donations at this time, in an effort to keep the focus on curbside.

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

Ms. Davis moved to enter Executive Session per Section 2(c)(21), approval of Executive Session minutes, at 7:31pm. Ms. Lewis seconded.

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

The Board entered Executive Session at 7:31 pm.

The Board exited Executive Session at 7:34 pm.

Ms. Davis moved to approve the Executive Session Minutes: Section 2(c)(21) from the October 28, 2020 meeting.

Mr. Lewis seconded.

Jess Ray - Approved

Terry Lindberg - Absent

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis – Approved

Unfinished Business

N/A

Next meeting agenda

Standards Discussion

Update to Strategic Planning Process

Adjournment

Meeting adjourned at 7:37pm.

Secretary

Date