

**Minutes of the Board of Trustees
Normal Public Library
November 28, 2018**

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, November 28. The meeting convened at 5:00pm, President Jess Ray presiding, and Jd Davis, secretary.

Members Present: Jess Ray, President, Terry Lindberg, Vice President, Jd Davis, Secretary, Joel Studebaker, Shawn Woodson, Treasurer, Katelyn Trunnell, and Pam Lewis.

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

Others: Derek Beigh, Andrew Huhn

Review of the Agenda: No corrections or additions were made.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the October 24, 2018 meeting. Mr. Studebaker seconded. Motion carried 7-0.

Approval of Expenditures: Mr. Lindberg moved that expenditures of \$58,979.90 and two payrolls totaling \$160,248.62 be paid. Lewis seconded. Motion carried 7-0.

President's Report: Mr. Ray thanked those all those in attendance, especially those not part of the Board, for being there.

Public Comment: None.

Library Director's Report: Mr. Chase reported that there has been a wonderful response to parking. Also, 1,954 new library accounts have been created for local junior high and high schools. Snow removal is going well. The Board will be asked to consider the per capita grant and, possibly, the creation of a special reserve fund tonight. Andrew Huhn, Town of Normal Finance Director, is here tonight to answer questions.

Foundation Report: Ms. Lewis reported that the annual campaign is underway. She asked that each Board member submit names of those who might want to receive a letter to support it monetarily, with a goal of ten names per member.

Giving Tuesday reached its goal with \$10,041.01 in donations. This will be used to purchase a virtual reality / augmented reality kit to be used for programming both at the library and at off-site locations. Half of the kit is funded by the great response from the community, and half from the Google grant.

New Business:

A. Town Financial Update

Andrew Huhn presented an update on Town finances. The Town is in the budgeting process now, working to get it balanced. Last year was difficult, as they were forced to cut positions and programs to make it work. This year it can be balanced with no cuts, but also no additions. Fiscally, the Town is in a good position.

Mr. Lindberg asked about the State policy that, by 2040, 90% of the police/fire pension should be funded. Mr. Huhn stated that the Town's goal is to fund this at 100%.

The Library's property tax levy is flat this year, as there are substantial reserves compared to other entities. The Town feels it is prudent to draw the fund balance down for this year. Therefore, starting a separate fund is appropriate for future facilities projects. Andrew and Brian have worked together to establish targets for operating reserve fund balance, OPEB funding, and to identify potential initial funding for a special reserve fund.

OPEB (Other Post-Employment Benefits) –This line is a liability, but not everyone is going to draw on the benefits at once. Of the budgeted amount, only approximately \$40,000 was used for the library last year. There is no reason to have money 'just in case.' The Library is smaller than the town, with fewer assets to fall back on in the event that the funds were all utilized at once.

The purpose is to add more of an analytical approach to levy; this is money set aside for future growth, giving it a purpose instead of just sitting in the operating fund. Mr. Ray noted the need to show our reason for building up.

Mr. Lindberg stated that drawing down the fund is counterintuitive if we want a new building. It is critical that we have a fund that lets us be prudent fiscal managers.

Ms. Lewis thanked Brian and staff for being good fiscal stewards of the money that is budgeted.

Ms. Trunnel asked a question about funding the OPEB. With the Library paying half of the premium cost and the Town paying the other half now, will there ever be changes in that amount? The answer is that during some years people are added, and sometimes they leave the program. Seven-to-ten being on at a time is a safe number, which is an annual cost safely estimated at approximately \$40,000 Mr. Chase can change and adjust this in the budget every year, as long as the Board does not choose to make it an irrevocable trust dedicated to OPEB funding.

B. Special Reserve Fund Creation

Mr. Chase utilized the assistance of attorney Phil Lenzini to make sure we are appropriately establishing the fund. Mr. Huhn commended the Library and Mr. Chase on their performance and planning in budgetary matters.

This fund is being considered for the purpose of intentionally capturing any remaining revenue at the end of each fiscal year and reserving it for future library facilities projects.

Mr. Stuebaker moved to approve the creation of the Special Reserve Fund; Mr. Woodson seconded. The vote passed 7-0, as follows:

Mr. Ray – Aye

Mr. Lindberg – Aye

Mr. Stuebaker – Aye

Ms. Davis – Aye

Ms. Trunnell – Aye

Mr. Woodson – Aye

Ms. Lewis - Aye

C. Special Reserve Fund – Funding Goal

Mr. Chase suggested that, since the new library would cost approximately \$40 million, perhaps \$4 million, or 10% of the project cost, would be a good starting goal and easy to explain.

Mr. Stuebaker noted that there was no functional reason to go lower, and suggested the Board can go higher. Ms. Lewis asked when would be the first opportunity to reset the course. The answer is that it is a process, and the Board can adopt a new replacement ordinance to “replace and repeal” with new dollar amount. Mr. Stuebaker noted that with OPEB, since some of these people are in their 30s it could be quite a while before this drops off of the budget. Mr. Chase stated that there are fourteen staff members currently on it, and that will not increase; it could decrease if they go somewhere else to work. Discussion ensued.

Mr. Chase informed the Board that all that is needed is to pass the ultimate funding goal. The targets and initial funding can be finalized in December.

Mr. Lindberg moved to approve the fund for \$4 million, and Ms. Lewis seconded. The vote passed 7-0 as follows:

Mr. Ray – Aye

Mr. Lindberg – Aye

Mr. Stuebaker – Aye

Ms. Davis – Aye

Ms. Trunnell – Aye

Mr. Woodson – Aye

Ms. Lewis - Aye

D. Per capita Grant Requirements – Discussion

Ms. Lewis volunteered to complete an educational program in calendar year 2018 focused on meeting the needs of patrons with challenges or disabilities. Mr. Chase provided content to be considered regarding the topics that must be discussed by trustees. Trustees discussed Chapter 8, “Public Services: Reference and Reader’s Advisory Services,” of “Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014” and reviewed the checklist at the end of the chapter.

Trustees discussed Chapters 6-10 of the "Trustee Facts File, 4th edition" with an emphasis on human resources. The Tech Plan and Disaster plan were reviewed four years ago, so that is a priority. Ms. Trunnell, with her Emergency Preparedness background, will be instrumental in assisting with the Disaster Plan.

- E. Trustees discussed the Illinois Veterans' History Project and how the library can best connect with, serve and support veterans and military families. Mr. Studebaker asked if the Library expects an influx of homeless veterans with the new VA center to be located in our community? Mr. Ray stated that it is possible, but the Town already has many who are underserved. However, the Town may also be seen as more veteran-friendly after it is created. Mr. Chase will add that to the report that the Library will reach out to the Center once created. Executive Discussion

Mr. Studebaker moved to go into session at 6:35pm, Ms. Trunnell seconded. The Board exited executive session at 6:36.

Unfinished Business: None.

Suggested Items for Next Agenda:

- December – Any success data or testimonials for the parking lot; speaker from PATH and Project Oz as to who they have supported with their mental health efforts, general summary of experience; initial funding of special reserve fund
- January – Review strategic plan; review, meet, discuss Mr. Chase's review
- February - Brian's review

Adjournment: Meeting was adjourned at 6:37 pm. Ms. Davis moved to adjourn, with Mr. Studebaker seconding. Motion carried 7-0.

The next regularly scheduled meeting will be Wednesday, December 19, 2018 at 5:00pm in the board room of the Normal Public Library.

Signed:

Secretary
Normal Public Library

Date of Approval