

**Minutes of the Board of Trustees
Normal Public Library
December 16, 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, December 16, 2020. The meeting convened at 5:33pm, 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

Mr. Lindberg joined the meeting at 5:37pm.

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

Community Members Present: None.

Review of the Agenda: No additions or corrections noted.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the November 18, 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 totaling \$37,600.98 from November 12 to December 9 and two payrolls for the month of November totaling \$149,057.82. Ms. Ripley-Gataric 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 thanked Mr. Chase and the staff of NPL for their holiday letter to the Board. He then thanked the staff for all they are doing during this time, especially for Curb-it. He noted that the patrons truly appreciate their efforts as well.

Public Comment: None

Library Director's Report: Mr. Chase thanked the Board for support during this time. He noted that Laura Golaszewski is sending out a communication to patrons reflecting on this past year. He stated that the Town Council's Budget Review Work Session is January 14 via Zoom, and that the Board is welcome to log in as able. The Central Illinois Legislative meet-ups will be held virtually this year in February. Dates for this will be shared once confirmed. He then detailed the rest of the items in his report. As one correction, the Wi-Fi assessment will be completed in mid, rather than early, January.

Foundation Report:

Mr. Chase and Ms. Lewis informed the Board that the Annual Campaign is going well. Giving Tuesday focused on email collection, and they were able to collect around 70. The number of monthly givers has increased. As a reminder, the NPL Foundation can be chosen as a recipient on Amazon Smile.

New Business

2021-2024 Strategic Planning Process (Discussion)

Mr. Chase is meeting with the management team tomorrow to work on a draft plan based on the consultants' findings. The Board will discuss this draft plan more in depth during the January meeting. One of the considerations is having a staff member focus on strategic initiatives. Organizational structure is another point as they are growing out of the current one. Other topics were briefly mentioned.

COVID-19 (Discussion)

Mr. Chase noted appreciation for community and Board support. They are looking ahead to eventually reopening, whenever that is prudent. All considerations are for staff and patron safety. Curb-it is going well, and digital content is increasing. Patrons have shown concern for staff well-being, and patience for the current situation.

Unfinished Business

N/A

Next meeting agenda

Standards discussion and Per Capita Grant application

Adjournment

Ms. Ripley-Gataric moved to adjourn the meeting. Mr. Rogal seconded.

Jess Ray - Aye

Terry Lindberg – Aye

Jim Rogal - Aye

Jd Davis - Aye

Katelyn Trunnell - Absent

Erin Ripley-Gataric - Aye

Pam Lewis – Aye

Meeting adjourned at 5:56 pm.

Secretary

Date