

**Minutes of the Board of Trustees
Normal Public Library
December 19, 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, December 19, 2018. The meeting convened at 5:03 pm, President Jess Ray presiding, and Jd Davis, secretary.

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

Members Absent: Shawn Woodson, Treasurer

Mr. Lindberg exited the meeting at 5:47 pm for personal business.

Library Staff Present: Brian Chase, Library Director, Laura Golaszweski, Community Engagement Manager, John Fischer, Adult Services and Circulation Manager, Jeanne Moonan, Technical Services and AV Manager, and Tori Melican, Children's Services Manager.

Others: Jim Rogal, candidate for the NPL Board of Trustees, and Taylor Hartman, Youth and Family Interventionist at Project Oz.

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

Approval of Minutes: Ms. Lewis moved to approve the minutes of the November 28, 2018 meeting. Ms. Trunnell seconded. Motion carried 6-0.

Approval of Expenditures: Ms. Lewis moved that expenditures of \$45,076.59 and three payrolls totaling \$240,502.83 be paid. Ms. Davis seconded. Motion carried 6-0.

President's Report: Mr. Ray took a moment to thank the staff for all that they do.

Public Comment: Mr. Rogal introduced himself.

Library Director's Report: Mr. Chase took the Board through options for putting in new restrooms; the goal is for universal accessible options, that the library would use grant funds for. The project will cost approximately \$100,000 in total with the grant covering up to \$50,000. Ms. Trunnell asked about full changing table for adults being available in these restrooms. She will send information to Mr. Chase about dimensions. Mr. Studebaker suggested NARCAN training for all staff. Mr. Chase pointed out that the library does not want to control use of the restrooms by key, but it is a possible route.

Foundation Report: The Annual Campaign is underway, and donations are starting to pick up. The donation request letter was sent to Board members to disperse to our contacts. The goal for the campaign is \$50,000. Letters are being sent out to thank those who have already donated. Mr.

Studebaker suggested making personal phone calls to those who have not responded to the initial request. Ms. Lewis noted that this is the baseline year, and the Foundation will use this data to improve procedures in future years.

New Business:

A. Project Oz – Taylor Hartman

Two years working there – likes blending community with her organization. Project Oz has been at the Library now every other Monday since July. They are mostly fielding questions about utility and rental assistance. People are looking for employment options; and Taylor asked if the Library provides classes, or other options to assist with this. PATH and Project Oz can only help truly homeless people with their classes, so NPL might be able to help those who are not homeless but still need assistance. Taylor suggested possibly putting a box out so that persons can put questions in between times that the social worker is here. She noted that Mid-Central Community Action, Safe Harbor, and area churches are places she refers people to. Lie-Heap and the two townships can help.

The sessions at the two Libraries are on a regular schedule: Monday from 5-6pm they are at Normal, and at Bloomington on Wednesdays from 1-2pm. Mr. Chase noted that this gives the agencies exposure for local need. Moving downstairs is an option for more privacy. Both Bloomington and Normal are experiencing a downturn in the number of appointments once colder weather set in. Mr. Studebaker suggested having programming in March/April, because people will have trouble paying bills around that time. Signs are up at all times to notify people of when these agencies are available at the Library.

Taylor stated that the collaboration going well. It is a way to show more people that they are welcome here. Mr. Studebaker asked about how to know when services run out of funds each month. Taylor suggested having a list of service organizations available and what their requirements are close to the suggestion box. It is difficult to keep up-to-date on when funds are available. Mr. Fischer noted that the staff also goes through PATH training each year. Ms. Moonan noted that the library has software to help with resume-checking. Mr. Chase thanked Taylor for being here.

B. Per Capita Grant Application

This item authorizes Mr. Chase to submit the Per Capita grant on behalf of himself, Mr. Ray, and Ms. Davis. Mr. Studebaker moved, Ms. Lewis seconded. Approved 6-0.

C. Executive Discussion

Ms. Lewis moved to go into session at 5:49 pm to review the Executive session minutes from the November session. Mr. Studebaker seconded. Mr. Studebaker moved to leave the Executive session. Ms. Lewis seconded. A roll call vote was initiated for entering and exiting the Executive session, as follows:

Mr. Ray – Aye
Mr. Stuebaker – Aye
Ms. Davis – Aye
Ms. Trunnell – Aye
Ms. Lewis – Aye

The Board exited executive session at 5:51pm. Ms. Trunnell moved to approve the minutes for the November Executive session. Mr. Stuebaker seconded. Approved 5-0.

Unfinished Business: None.

Suggested Items for Next Agenda: None new.

Adjournment: Meeting was adjourned at 5:52 pm. Mr. Stuebaker moved to adjourn, with Ms. Lewis seconding. Motion carried 5-0.

The next regularly scheduled meeting will be Wednesday, January 30, 2019 at 5:00pm in the Board Room of the Normal Public Library.

Signed:

Secretary
Normal Public Library

Date of Approval