

**Minutes of the Board of Trustees
Normal Public Library
February 24, 2021**

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, February 24, 2021. The meeting convened at 5:31 pm, 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 – Present
Jim Rogal - Present
Jd Davis - Present
Katelyn Trunnell - Present
Erin Ripley-Gataric - Absent
Pam Lewis – Present

Ms. Ripley-Gataric joined the meeting at 5:59pm.

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: None

Approval of Minutes: Ms. Lewis moved to approve the minutes of the January 27, 2021 meeting. Ms. Trunnell seconded.

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

Motion carried 6-0.

Approval of Expenditures: Ms. Trunnell moved to approve the expenditures totaling \$75,328.44 from January 21, 2021 to February 17, 2021 and two payrolls for the month of January totaling \$142,893.04. Ms. Lewis seconded.

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

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

Motion carried 6-0.

President's Report: Mr. Ray thanked, on behalf of the Board, the NPL staff for their work on the Annual Report. The staff did an amazing job during unprecedented times. He thanked the patrons for their understanding during the changes, and for encouraging the Library as they tried new ideas to make it through the year.

Public Comment: None

Library Director's Report: Mr. Chase thanked the Board for their time and support. He then discussed the items in his report. Mr. Lindberg asked if there had been any changes in the annual budget since Mr. Chase first proposed it, and there have been none.

Foundation Report: Mr. Chase stated that April 7th is Library Giving Day. They are exploring ideas that could be in cooperation with this. They also plan to use Facebook fundraisers in the future.

Library Advocacy Report: Mr. Chase asked if Mr. Ray had heard from Board members interested in serving on this subcommittee. There was none, so he put it forth again. Mr. Chase also mentioned the upcoming State of McLean County event in March by the McLean County Chamber of Commerce.

New Business

2021-2024 Strategic Planning Process (Action)

The NPL staff worked to create a comprehensive but easy to navigate plan, that addresses all needs of the Library moving forward for the next few years. Ms. Lewis asked if the Annual Report could be used to inform and compare to the Strategic Plan, and help create for future planning. Mr. Chase agreed, and noted that a balance should be found between keeping the Library's strengths and finding new ways to grow.

Pam Lewis moved to approve the 2021-2024 Strategic Plan as presented. Terry Lindberg seconded.

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

The motion passed 6-0.

COVID-19 Update (Discussion)

Mr. Chase shared that the reopening was going well. There is a steady flow of patrons. The winter weather was challenging but manageable. They are cautiously optimistic. A request was put forth to vaccinate the Library staff, but they are still categorized as 1C for Illinois.

2020 Normal Public Library Annual Report (Discussion)

Mr. Chase gave kudos to the NPL staff for a great job. Emily Klay made it look amazing, Laura Golaszewski brought the content together, and Tori Melican, John Fischer and Jennifer Williams provided content and editing.

Executive Session: Section 2(c)(1) Personnel (Discussion)

Ms. Davis moved that the Board enter Executive Session for Section 2(c)(1) [Personnel] for the Library Director’s annual performance review. Mr. Rogal seconded. The Board entered Executive Session at 5:55 pm.

Entry Roll Call:

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

Ms. Ripley-Gataric joined the Executive session at 5:59pm.

The Board left Executive Session at 6:12pm. Mr. Ray moved, and Ms. Davis seconded.

Exit Roll Call:

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

Unfinished Business

N/A

Next meeting agenda

- Website Update
- Six-Month Review of Executive Session Minutes

Adjournment

Mr. Ray adjourned the meeting at 6:15 pm.

Secretary

Date