

**Minutes of the Board of Trustees  
Normal Public Library  
March 31, 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, March 31, 2021. The meeting convened at 5:30 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 - Present  
Pam Lewis – Present

**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 February 24, 2021 meeting. Ms. Trunnell seconded.

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

Motion carried 7-0.

**Approval of Expenditures:** Ms. Trunnell moved to approve the expenditures totaling \$40,421.81 from February 18, 2021 to March 22, 2021 and two payrolls for the month of February totaling \$145,482.52. Ms. Ripley-Gataric seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

Motion carried 7-0.

**President's Report:** Mr. Ray reminded the Board to fill out their Statement of Economic Interest, and to vote in the upcoming local elections. He thanked the Library staff for their hard work.

**Public Comment:** None

**Library Director's Report:** Mr. Chase informed the Board that the Library is steadily increasing in patrons and business. He then discussed the items in his report. Ms. Lewis asked what improvements to expect with the website update. Mr. Chase answered that the majority will be simplifying navigation and making it more user-friendly. Digital content will be highlighted more. All of the content and pages will be examined to see if any updates are needed. Ms. Lewis suggested more photography. Mr. Lindberg asked what a "Drupal" was, and Mr. Chase stated it was a platform utilized in web design.

**Foundation Report:** Ms. Lewis noted that the Foundation Board is utilizing Facebook fundraisers in conjunction with Library Giving Day on April 7<sup>th</sup>. A Jason's Deli fundraiser is scheduled for April 8<sup>th</sup>.

**Library Advocacy Report:** Ms. Trunnell volunteered to spearhead this subcommittee. This is an opportunity for newly-elected members to be active on the Board right away.

#### **New Business**

##### **Audit Contract (Action)**

The information is contained in the Board packet. The Town and the Library Foundation have approved their parts. This is a contract for the next two fiscal years, with a maximum cost Year 1 of \$4,846 and Year 2 of \$4,967.

Mr. Lindberg moved to approve the Audit Contract with Lauterbach and Amen, LLP. Ms. Lewis second.

Jess Ray - Approved

Terry Lindberg - Approved

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

The motion passed 7-0.

##### **COVID-19 Update (Discussion)**

Mr. Chase shared that the staff is doing a great job, and the patrons are following all the rules. The Library is steadily getting busier. Staff are eligible for vaccinations, which increases safety and comfort with the increased in-person traffic. Other libraries are relaxing restrictions, but NPL will continue with the current restrictions for the foreseeable future. The health and safety of staff and patrons are the most important factors to consider. Ms. Trunnell asked if they would be tracking to see how many staff members had opted to be vaccinated. The Library is not formally tracking, but the overall sentiment is positive toward doing so.

**Executive Session: Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action)**

The Board entered Executive Session at 5:51 pm. Mr. Rogal moved, Ms. Ripley-Gataric seconded.

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

The Board left Executive Session at 5:58pm. 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

Ms. Davis moved to approve the Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21), and not release those minutes to the public. Ms. Ripley-Gataric seconded.

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

The motion passed 7-0.

**Unfinished Business**

N/A

**Next meeting agenda**

IPLAR

**Adjournment**

Mr. Ray adjourned the meeting at 6:01 pm.

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Secretary

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Date