1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:02 p.m.

2. **Roll call** - Present were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, Jan Polep, Allison Richmond and Teresa Sigsworth. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long, Assistant Director of Public Services Mona Reynolds and consultant Amanda Standerfer. Jason Pinshower was present via telephone.

3. **Approval of board minutes from:**
   a. **Regular Board meeting January 9, 2020** - the minutes from the regular board meeting on January 9, 2020 were reviewed. Motion made by Sigsworth to approve the minutes, Garvin seconded. Migaldi abstained.

4. **Communications** - Economic interest statements were emailed a few weeks ago. Fill it out online, Diane does not need the receipt. Legislative breakfast update and the news from the Mayor’s roundtable lunch today. Article from Tribune about libraries as THE cultural attraction.

5. **Treasurer’s report** - Long presented the treasurer’s report. The library opened the month with a balance of $2,449,707.01. Taxes are complete for this fiscal year, the library received interest in the library fund of $1,525.01 and took in $4,890.00 for processing 115 passport applications. The month ended with a balance of $2,290,485.21. Motion made by Garvin to accept the treasurer’s report, Migaldi seconded. On roll call all ayes, motion approved.

6. **Approval of bills**
   a. **January 2020** - Long presented the board with bills, transfers and payroll totaling $387,895.74. Larger bills included $1,697.00 to Capira Technology for a new mobile app to replace Boopsie, $2,925.00 to Creekside Printing for the spring newsletter, $4,190.00 to LANSNO for plowing and salting, $8,800.00 to Sherman Mechanical for the annual HVAC maintenance agreement, $12,000.00 to Midwest Tape for Hoopla purchases and $750.00 to Tumbleweed Press for the Tumblebooks subscription. Motion made by Garvin to approve the bills, Migaldi seconded. On roll call all ayes, motion approved.

7. **Statistics and Reports**
   a. **January statistics** - circulation down but less compared to last January. Card holders are down due to the purge of library cardholders. Nina is still working on purging based on the report of change of address list we purchased. The 115
passports processed is the highest number for an individual month so far.
Romantic chocolate desserts had 54 attendees. About half of the Family story
time attendees are staying after for the “Stay, Play and Learn” program.

b. Dept. news

8. Unfinished Business - no unfinished business was discussed

9. New business
   a. Strategic Plan Initial Board session with consultant Amanda Standerfer—
      Amanda explained what has happened so far; some phone meetings, beginning
      of the survey this week and the other meetings she had with staff members
      earlier today. This is the Discovery phase; when we meet in April, we’ll have
      some information to work from to develop the plan. Board sets Mission and
      Vision near the end. She will have an analysis (learning report) of the
      information from the survey and the notes from the staff sessions to be
      discussed at the retreat. The board will define the strategic directions at that
      meeting. The staff will meet with Amanda at our April 3rd staff meeting; the
      board will meet here on Saturday April 4th from 9 to 1.

      The discussion then began with an environmental scan with 6 topics that could
      affect the library: Political, Social, Legal, Economic, Technological, Sector. Then a
      SOAR analysis was discussed: Strengths, Opportunities, Aspirations, Results. Last
      question for the board (not asked of the staff) was “What else do we need to
      learn?” and “What else will inform the planning process?” Amanda will have the
      Survey data, other strategic plans in the community, demographics and focus
      group data for the board retreat in April. Items the board would like to see
      included would be population figures with specific data like disabled children,
      underprivileged children, disabled seniors, changes to population (District 155
      report) for projections, what other non-profits are offering. All of the
      information from tonight’s meeting and the staff interactions from today will be
      entered into a report and shared a week before the retreat.

10. Any and all other business the Board may wish to discuss - no other business was
    discussed.

11. Adjourn - Migaldi made a motion to adjourn, Sigsworth seconded. The meeting
    adjourned at 8:50 p.m.

Respectfully submitted,  Reviewed by,

__________________________________  ____________________________________
Assistant Director of Support Services  Secretary