

BLOOMINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

January 20, 2015

5:15 p.m.

Quiet Reading Room  
Bloomington Public Library

Minutes

- I. Call to Order  
Vice President, Cathy Pratt called the meeting to order at 5:16 p.m.
  
- II. Roll Call  
MEMBERS PRESENT: Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke (arrived at 5:17 p.m.), Whitney Thomas (arrived at 5:21 p.m.), Bill Wetzel, Cathy Pratt  
  
MEMBERS ABSENT: Monica Brigham, Narendra Jaggi  
  
OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Adrienne Ives, Kathy Jeakins, Jon Johnston, Patricia Marton, Caprice Prochnow, Carol Torrens, Melissa Waltrip
  
- III. Introductions/Public Comment  
Vice President Pratt asked the guests to please introduce themselves. There were no public comments.
  
- IV. Approval of Minutes  
A. December 16, 2014  
EMILY KELAHAN MOVED, JARED BROWN SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 16, 2014 MEEETING. THE MOTION CARRIED UNANIMOUSLY.
  
- V. President's Report  
Vice President Pratt had nothing to report.
  
- VI. Director's Report  
Director Bouda shared that Susan O'Rourke had requested discussing the changing of the Budget & Personnel Committee meeting time at the last Board meeting. With new people being added to the committee in the near future, Director Bouda suggested a definitive meeting time should be decided at a later date. Discussion ensued amongst the current Committee members as to a new date and time. Because it had been decided that the

Director's Evaluation tool would be handled by the Board as a whole, there would not be any regular business likely for a few months for the committee.

Vice President Pratt proposed that each of the Committee members share with the Director any times that they would be available to meet and start from there.

Director Bouda shared that they are very close to settling the Union contract.

VII. Fiscal Report

Kathy Jeakins shared that December was a little underspent, which is typical. She entertained questions.

VIII. Approval of Bills

EMILY KELAHAN MOVED, WHITNEY THOMAS SECONDED, TO APPROVE THE BILLS LIST FROM DECEMBER 2014. THE MOTION CARRIED UNANIMOUSLY.

IX. Committee Reports

A. Budget & Personnel Committee

The Budget & Personnel Committee did not meet.

B. Planning, Policies & Programs (3 P's)

The 3 P's Committee did not meet. Emily Kelahan shared some of the upcoming agenda items for the 3P's Committee. She went on to say that there is a meeting scheduled for Wednesday, February 4. The Committee will be discussing more of the process for revising the Strategic Plan, further engagement with Deb Halperin, communication between the 3 P's Committee, the Expansion Task Force, and the whole Board, discussion of how to handle feedback received from the Singer Group and any decisions that are made.

There was some discussion regarding changing the meeting start time. It was decided to change the start time to 5:15 p.m. The next meeting is scheduled for Wednesday, February 4. She entertained questions.

C. Ad Hoc Committee – Library Expansion Task Force

The Library Expansion Task Force Committee did not meet. Emily Kelahan shared that the next meeting is scheduled for Wednesday, January 28 at 6:00 p.m. in the second floor Conference room at City Hall. The purpose of that meeting is to share with the two Council women how the discussion went in regards to evaluating the RFQs. She entertained questions.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Discussion of Library Expansion RFQ Scoring with Jon Johnston, City Procurement Specialist

Jon Johnston introduced himself and shared his professional background. He stated that the mission of the Trustees is to evaluate the proposals that have been submitted to the Library. The goal is to determine which firms are to be on the short list of three to five firms to be interviewed. Jon Johnston shared that once the scoring is done to determine which firms will be on the short list, the Trustees need to make sure the decision was objective, open, transparent, and their actions are defensible. He advised the Trustees that when going through the review and evaluation process, they follow all the guidelines that they set out to follow, to make certain the proposers submitted the things that they have been asked to submit, and as a Board, they are all evaluating the same thing. He added that they should each be looking for the scope of work outlined in the Library Needs Assessment, Programming, Site Analysis and Conceptual Design RFQ in the submitted proposals and nothing beyond what the firms were asked to provide.

Jon Johnston shared that when it comes time to interview the final candidates, each interview should be one hour with thirty minutes for their presentation and thirty minutes for questions.

He entertained questions. The question was raised as to whether a firm that had failed to sign a "Mandatory" page should be disqualified. Jon Johnston advised that legal counsel be consulted. Director Bouda will confer with Jeff Jurgens on this matter.

There was much discussion in regards to using a different numerical scale or perhaps a narrative scale to evaluate the candidates rather than what was originally distributed.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, TO REVISE THE EVALUATION TOOL FOR SCORING THE TOP RFQ CANDIDATES.

With the discussion prior to the voting on this motion, the motion was withdrawn.

EMILY KELAHAAN MOVED, BRITTANY CORNELL SECONDED, TO REPLACE THE CURRENT EVALUATION TOOL WITH A WEIGHTED RANKING SYSTEM, WHERE EACH TRUSTEE WHO IS ABLE TO PARTICIPATE WILL RANK THEIR TOP FIVE FIRMS IN ORDER, ASSIGNING TO THEIR VERY TOP FIRM FIVE POINTS, FOUR POINTS TO SECOND FIRM, THREE POINTS TO THE THIRD FIRM, TWO POINTS TO THE FOURTH PLACE FIRM, AND ONE POINT TO THE FIFTH PLACE FIRM, AND PROVIDE A NARRATIVE JUSTIFICATION IN TERMS OF THE CRITERIA LAID OUT IN THE RFQ FOR EACH RANK. THIS RANKING SYSTEM ALONG WITH THE NARRATIVE JUSTIFICATION WILL BE SUBMITTED TO THE LIBRARY DIRECTOR IN ONE WEEKS TIME, WHEREBY THE DIRECTOR WILL COMPILE THE RANKINGS. AFTER WHICH A SPECIAL MEETING WILL BE CALLED TO REVIEW THE RESULTS AND MAKE A FINAL SELECTION OF INTERVIEWEES. THE MOTION CARRIED UNANIMOUSLY.

After the motion carried, it was determined that Emily Kelahan will send Director Bouda a draft of the tool to be distributed. The Director will distribute it to the rest of the Trustees. The Trustees will submit their evaluations to Director Bouda no later than noon on Tuesday, January 27, and she will compile the rankings and present the findings at the next Board meeting.

The Trustees discussed whether to have a Special meeting in order to review the rankings. The consensus was to cancel the Library Expansion Task Force meeting on Wednesday, January 28 at 6:00 p.m. and replace it with a BPL Board Special meeting to be held in the Quiet Reading Room of the Bloomington Public Library.

**B. Recommend Waiving Three-Quote Requirement for Purchase of Security Gates**

Director Bouda reminded Board members that they had voted to approve the purchase of new security gates for the lower level from Bibliotheca back in October, and this is part of the \$50,000 grant that was received. She discovered that Bibliotheca had a new version coming out that could be placed further apart, which would be more suitable for our entrance. Director Bouda asked for a quote on the new version which would be an additional \$1,652.00.

**BILL WETZEL MOVED, EMILY KELAHAH SECONDED, TO WAIVE THE THREE-QUOTE REQUIREMENT FOR PURCHASE OF SECURITY GATES FROM BIBLIOTHECA IN THE AMOUNT OF \$10,687.00.**

**AYES:** Jared Brown, Emily Kelahan, Susan O'Rourke, Whitney Thomas, Bill Wetzel, Cathy Pratt

**NAYES:** None

**ABSENT:** Monica Brigham, Brittany Cornell, Narendra Jaggi

**THE MOTION CARRIED**

See Attachment "XI.B"

**C. Recommend Waiving the Competitive Bid Process to Replace #1 Compressor on Chiller**

Director Bouda stated that the Library has a service agreement with Johnson Controls to maintain our York Chiller and they are the main vendor for the York Chiller. There are two compressors within the chiller and the #1 compressor has failed and needs to be replaced.

**EMILY KELAHAH MOVED, JARED BROWN SECONDED, TO WAIVE THE COMPETITIVE BID PROCESS TO PURCHASE A #1 COMPRESSOR FOR THE YORK CHILLER FROM JOHNSTON CONTROLS IN THE AMOUNT OF \$33,944.00.**

**AYES:** Jared Brown, Emily Kelahan, Susan O'Rourke, Whitney Thomas, Bill Wetzel, Cathy Pratt

**NAYES:** None

**ABSENT:** Monica Brigham, Brittany Cornell, Narendra Jaggi

**THE MOTION CARRIED**

See Attachment "XI.C"

D. Discuss Future Work Session/Retreat with Deb Halperin  
Emily Kelahan discussed this in the 3 P's Committee report.

E. Presentation by Laura Golaszewski, Circulation and Outreach Manager  
Circulation and Outreach Manager, Laura Golaszewski

Laura Golaszewski stated that she is the Circulation/Outreach Services Manager along with her background in the library field. She shared that Circulation/Outreach is the biggest department in the Library with a total of 28 staff, four of which are currently working towards a Masters in Library Sciences at the University of Illinois. Laura stated that Circulation/Outreach staff is very customer service oriented as they are the first point of contact for customers. They are also the first point of contact for library materials. Last year, the Library had reached 1.5 million in circulations. Laura shared that Outreach Services includes Home Delivery, Deposits Services, and of course, the Bookmobile. Laura shared some positive feedback that was received from customers about Circulation/Outreach staff.

XII. Future Agendas/Comments from Board Members

There were no future agenda suggestions or comments from Board members.

XIII. Adjournment

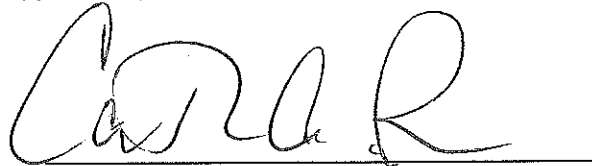
Vice President Pratt adjourned the meeting at 7:13 p.m.

2015.01

# APPROVAL OF BILLS

## BILLS LIST

Approved by BPL Board of Trustees, January 20, 2015



Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	5,335.34
American Pest Control	Building Maintenance	110.00
Automatic Fire Sprinkler, LLC	Building Maintenance	375.00
Bibliotheca, LLC	Library Supplies	300.00
Bloomington Normal Sunrise Rotary	Membership Dues	300.00
CDW Government	Computer Supplies	7,400.58
CDW Government	Office/Equipment Mtn	148.58
Cengage Learning	Adult Books	1,491.93
Center Point Large Print	Adult Books	469.14
Children's Plus	Juvenile Books	1,552.24
CIRBN	Telecommunications	466.56
City Directories	Public Access Software	13,250.00
City of Bloomington	Dental Insurance	783.84
City of Bloomington	FICA	10,216.69
City of Bloomington	Fuel	596.45
City of Bloomington	Health Insurance-HMO	7,760.34
City of Bloomington	Health Insurance-PPO	16,379.94
City of Bloomington	IMRF	22,258.51
City of Bloomington	Life Insurance	239.28
City of Bloomington	Medicare	2,389.38
City of Bloomington	Payroll	168,982.27
City of Bloomington	Vision Insurance	199.40
City of Bloomington	Water	651.10
Comcast	Telecommunications	102.85
Cummins Mid State Power	Vehicle Maintenance	1,106.41
Custom Digital Imaging	Printing/Binding	5,797.07
Dell Marketing, L.P.	Computer Supplies	19,272.09
Demco	Library Supplies	2,764.64
Eaton Gallery & Gallery Sales	Adult Books	40.00
Emery, Thomas (History in Print)	Adult Books	40.98
Express Employment Professionals	Other Purchased Services	163.36
Findaway World	A/V Materials	99.99
Fraker, Robert (Savoy Books)	Adult Books	140.75
Frontier	Telecommunications	1,391.11
Gibbons, Jim	Other Purchased Services	250.00
Illinois Wesleyan University	Other Purchased Services	766.02
Imaging Office Systems, Inc.	Office/Equipment Mtn	625.00
Keystone US Management (Tyco Integrated Security, LLC)	Building Maintenance	245.80
Manufacturer's News, Inc.	Adult Books	218.45

MicroMarketing LLC	A/V Materials	183.84
Midwest Tape	A/V Materials	2,475.09
Midwestern Family	Periodicals	15.99
Miller Janitorial Supply	Janitorial Supplies	717.63
Morningstar	Public Access Software	2,746.00
Northern Illinois Gas/NICOR	Natural Gas	1,525.02
OfficeMax	Computer Supplies	553.60
OfficeMax	Copier Supplies	591.96
OfficeMax	Library Supplies	14.88
OfficeMax	Miscellaneous Expenses	38.42
OfficeMax	Office Supplies	256.09
OverDrive, Inc.	Ebooks	10,000.00
Pantagraph	Advertising	787.50
Postmaster, Bloomington, Illinois	Postage	220.00
Rainbow Book Co.	Juvenile Books	443.83
Random House, LLC	A/V Materials	142.42
Research Technology International	Library Supplies	299.95
Ricoh, USA, Inc.	Rentals	1,540.83
Ron Smith Printing Co.	Printing/Binding	280.00
Schaumburg Township District Library	Miscellaneous Expenses	14.00
Simplex Grinnell	Building Maintenance	3,624.00
Singer Group	Other Purchased Services	2,100.00
Taylor, Pamela (Aquarium Aquascapes)	Other Purchased Services	150.00
ThyssenKrupp Elevator Corp.	Building Maintenance	29.00
U. S. Postal Service	Postage	4,000.00
Unique Management Services, Inc.	Other Purchased Services	635.45
Van Gundy Agency	Other Insurance	5,067.00
Van Gundy Agency	Property Insurance	19,669.00
Van Gundy Agency	Vehicle Insurance	1,841.00
Van Gundy Agency	Worker's Compensation	12,619.00
Weber Electric, Inc.	Building Maintenance	2,267.14
Wherry Machine & Welding, Inc.	Other Purchased Services	30.00
VISA - Amazon Marketplace	Computer Supplies	115.61
VISA - Amazon Marketplace	Library Supplies	27.99
VISA - Amazon.com	A/V Materials	315.02
VISA - American Library Association	Professional Collection	70.00
VISA - Baker & Taylor Books	A/V Materials	8,511.59
VISA - Baker & Taylor Books	Adult Books	8,359.14
VISA - Baker & Taylor Books	Juvenile Books	8,401.20
VISA - Baker & Taylor Books	Other Purchased Services	57.58
VISA - Barnes & Noble	Other Purchased Services	262.94
VISA - Bed, Bath, & Beyond	Library Supplies	17.98
VISA - Bergner's	Employee Relations	55.50
VISA - Demco	Library Supplies	573.30
VISA - ECS Composites	Computer Supplies	606.75
VISA - Envisionware	Computer Supplies	875.00
VISA - Facebook	Advertising	37.25
VISA - Farm & Fleet	Building Mtn Supplies	7.46
VISA - Farm & Fleet	Janitorial Supplies	41.75
VISA - Farm & Fleet	Office Supplies	29.78
VISA - Farm & Fleet	Uniforms	19.99
VISA - Farm & Fleet	Vehicle Maintenance	4.99
VISA - Five Star Water	Miscellaneous Expenses	106.46
VISA - GameStop	A/V Materials	456.25
VISA - Hobby Lobby	Employee Relations	7.98

VISA - Hobby Lobby  
 VISA - Hobby Lobby  
 VISA - Illinois Library Association  
     VISA - Ingram  
     VISA - Jewel  
     VISA - Jewel  
     VISA - K Mart  
     VISA - Lowe's  
     VISA - Lowe's  
 VISA - McLean County Chamber of Commerce  
     VISA - Mega Chess  
     VISA - Menards  
     VISA - NewEgg.com  
     VISA - Oriental Trading Co.  
 VISA - Paetec Communications, Inc.  
     VISA - Party City  
 VISA - Paypal\*Groundswell Educational Films  
 VISA - Paypal\*Illinois State Geological Society  
     VISA - POS Supply Solutions  
     VISA - Recorded Books  
     VISA - Schnucks  
     VISA - Speed Lube  
     VISA - Sprint  
 VISA - Super JJ Fish and Chicken  
     VISA - U.S. Postal Service  
     VISA - Wal-Mart  
     VISA - Wal-Mart  
     VISA - Wal-Mart  
     VISA - Wal-Mart  
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     VISA - Wal-Mart.com

Library Supplies 2.14  
 Other Purchased Services 279.62  
 Professional Development 140.00  
     Adult Books 420.69  
     Employee Relations 64.33  
     Rentals 29.99  
     Building Mtnc Supplies 15.07  
     Building Mtnc Supplies 93.36  
     Janitorial Supplies 57.92  
     Membership Dues 581.00  
     Library Supplies 69.99  
     Building Mtnc Supplies 15.96  
     Computer Supplies 911.05  
 Other Purchased Services 72.50  
     Telecommunications 151.48  
     Employee Relations 32.86  
 Other Purchased Services 62.50  
     Membership Dues 35.00  
     Library Supplies 886.06  
     A/V Materials 111.37  
 Other Purchased Services 14.13  
     Vehicle Maintenance 64.45  
     Telecommunications 402.25  
     Employee Relations 100.00  
         Postage 46.45  
     Employee Relations 47.92  
     Janitorial Supplies 39.91  
     Library Supplies 168.07  
     Office Supplies 2.74  
 Other Purchased Services 14.72  
     Office Supplies 30.99

Total

403,485.76

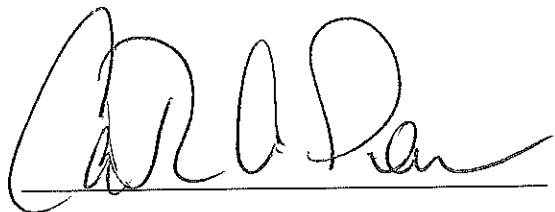


A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND  
AUTHORIZING PAYMENT FOR THE REPLACEMENT OF LOWER LEVEL SECURITY GATES  
TO BIBLIOTHECA

Be It Resolved by the Bloomington Public Library Board of Trustees, Bloomington, Illinois,

1. That the three quote requirement be waived and the Library Director authorize payment for the replacement of the lower level security gates to Bibliotheca
2. That the gates will be supplied by the same vendor, Bibliotheca, as the current gates
3. That the replacement security gates will be wider, allowing better flow of customers in and out of the Library
4. That switching to a different CD and DVD security system necessitates the new gates
5. That the BPL Board of Trustees previously approved a resolution waiving the Three-Quote Requirement and authorized the purchase of security gates from Bibliotheca in the amount of \$9,035.00
6. That the Library received an updated quote from Bibliotheca for the latest model of security gates at an additional cost of \$1,652.00, bringing the total to \$10,687.00
7. That the funds come from the following source:
  - Bloomington Public Library Fixed Asset: \$542.85
  - Bloomington Library DCEO Grant: \$10,144.15
  - Total Amount: \$10,687.00

Approved this 20<sup>th</sup> day of January 2015



Narendra Jaggi, President  
Bloomington Public Library Board of Trustees

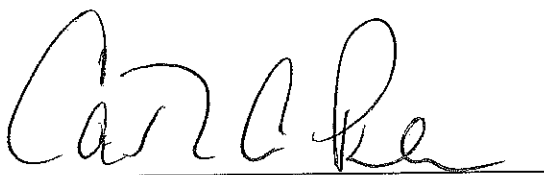
XI.C.

A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND  
AUTHORIZING THE LIBRARY DIRECTOR TO PURCHASE A #1 COMPRESSOR FOR THE CHILLER  
FROM JOHNSON CONTROLS IN THE AMOUNT OF \$33,944.00

Be It Resolved by the Bloomington Public Library Board of Trustees, Bloomington, Illinois,

1. That the competitive bid process be waived and the Library Director authorize purchase of a # 1 compressor for the chiller from Johnson Controls in the amount of \$33,944.00
2. That Johnson Controls is a vendor in good standing with the Library
3. That the replacement compressor be compatible with the existing equipment
4. That the Library would want to secure maintenance from one vendor for all components of the chiller
5. That the Library currently has a service agreement with Johnson Controls for the chiller and all its components
6. That securing a service agreement for the replacement compressor only from another source is not possible
7. That the funds come from the following source:  
Bloomington Public Library Fixed Asset Budget: \$33,944.00

Approved this 20<sup>th</sup> day of January 2015



Narendra Jaggi, President  
Bloomington Public Library Board of Trustees