

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

SPECIAL MEETING

January 28, 2015

6:00 p.m.

Quiet Reading Room

Minutes

I. Call to Order

President Jaggi called the meeting to order at 6:01 p.m.

II. Roll Call

MEMBERS PRESENT: Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Whitney Thomas (arrived 6:03 p.m.), Bill Wetzel, Narendra Jaggi

MEMBERS ABSENT: Cathy Pratt

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Patricia Marton, Joni Painter, Caprice Prochnow, Karen Schmidt, Carol Torrens

III. Introductions/Public Comment

Director Bouda introduced the guests.

Resident, Patricia Marton shared some of her ideas for improvement with a Library expansion, such as two entrances and added security.

IV. New Business

A. Approve Firms to be Interviewed for Request For Qualifications for Needs Assessment, Programming, Site Analysis and Conceptual Design

President Jaggi shared with the Trustees that both he and Cathy Pratt will not be participating in the scoring of the firms that submitted proposals for the RFQ as he was out of the country and Cathy has a conflict of interest.

There was some discussion as to how many firms to interview. There was general consensus that the top three firms will be interviewed.

JARED BROWN MOVED, EMILY KELAHAH SECONDED, TO APPROVE THAT FARNSWORTH GROUP, RATIO ARCHITECTS, AND NAGLE HARTRAY ARCHITECTURE AS THE FIRMS TO BE INTERVIEWED FOR REQUEST FOR QUALIFICATIONS FOR NEEDS ASSESSMENT, PROGRAMMING, SITE ANALYSIS AND CONCEPTUAL DESIGN. THE MOTION CARRIED UNANIMOUSLY.

B. Approve Dates for Interviews

President Jaggi stated that since three firms will be interviewed, the Board may choose to hold all the interviews on the same date or on two different dates. He went on to say that the timeline for the interviews would be in the next two weeks prior to the February 17 Board meeting.

There was discussion on this and there was general consensus that two firms would be interviewed on one date and the third firm would be interviewed on the next date.

EMILY KELAHAH MOVED, BRITTANY CORNELL SECONDED, TO APPROVE TUESDAY, FEBRUARY 3 FROM 6:00 – 8:15 P.M. (WITH SANDWICHES) AND WEDNESDAY, FEBRUARY 4 FROM 5:30 – 6:45 P.M. (NO SANDWICHES) FOR THE INTERVIEW TIMES. TWO FIRMS WILL BE INTERVIEWED ON TUESDAY AND ONE ON WEDNESDAY. THE MOTION CARRIED UNANIMOUSLY.

C. Determine Protocol for Interviewing Process

President Jaggi reviewed with the Trustees the protocol that has been used in the past for these types of interviews along with advice given to them by City Procurement Specialist, Jon Johnston.

After some discussion, it was decided that the interview time for each firm should be one hour of which thirty minutes will be allowed for the presentation and thirty minutes for questions. There will be four set questions that will be given to each of the firms prior to their interview. It will be up to the firms to answer the questions with their presentation. Any questions asked after a presentation should be in relation to what was just presented.

The questions to be given to the firms are shown below.

1. How would you meet the scope of work?
2. Why do you think you are best for the job?
3. Provide us with an example of a project that you have worked on where you had united diverse stakeholders around a common project or goal and how did you do that?
4. What is exciting about working with libraries or designing a library?

President Jaggi invited discussion on the order of discussion and individual scoring of the interviews. There was consensus to have a discussion after the last interview, then everyone would complete the score sheet with comments, and select the best candidate based on the scores at the February 17 Board meeting.

D. Approve Selection Process for Final Firm Selection

There was much discussion on the final firm selection process, but a final decision was not made.

V. Adjournment

President Jaggi adjourned the meeting at 7:24 p.m.