

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SPECIAL MEETING

Tuesday, December 1, 2015

5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

I. Call to Order

President Koos called the meeting to order at 5:33 p.m.

II. Roll Call

MEMBERS PRESENT: Alex Cardona, Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes (arrived at 5:54 p.m.), Julian Westerhout, Carol Koos

MEMBERS ABSENT: Whitney Thomas

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Kathy Jeakins, Karen Moen, Maria Nagle, Caprice Prochnow, Gayle Tucker, Jon Whited

III. Introductions

President Koos introduced those present.

IV. Public Comment

Director Bouda distributed an article to the Trustees from Library Journal in regards to Library construction projects.

V. Old Business

A. Discussion of Electronic Communication Among Board Members

ALEX CARDONA MOVED, JULIAN WESTERHOUT SECONDED, TO TABLE THIS AGENDA ITEM UNTIL THE NEXT MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. New Business

A. Approve Recommendation to Foundation to Use Unused Funds from Staff Appreciation Day for Staff Development Day

Director Bouda shared that since Hy-Vee had delivered the meal over an hour late for Staff Appreciation Day that the catering costs were free, so the Library would like to use these remaining funds for expenses for Staff Development Day on Tuesday, January 12.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE THE UNSPENT FUNDS OF \$888.30 REMAINING FROM STAFF APPRECIATION DAY BE ALLOCATED FOR EXPENSES FOR STAFF DEVELOPMENT DAY.

AYES: ALEX CARDONA, EMILY KELAHAAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: MIKE RAIKES, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "VI.A."

B. Approve the Closing of the Library on January 12, 2016 for Staff Development Day

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO CLOSE THE LIBRARY ON TUESDAY, JANUARY 12, 2016 FOR STAFF DEVELOPMENT DAY.

AYES: ALEX CARDONA, EMILY KELAHAAN, VAN MILLER, ROBERT PORTER, JULIAN WESTERHOUT, CAROL KOOS

NAYES: SUSAN O'ROURKE

ABSENT: MIKE RAIKES, WHITNEY THOMAS

THE MOTION CARRIED.

See Attachment "VI.A."

SUSAN O'ROURKE MOVED, ROBERT PORTER SECONDED TO ADDRESS AGENDA ITEM D BEFORE ITEM C. THE MOTION CARRIED UNANIMOUSLY.

C. Approve Selection of Interim Director

President Koos stated that since potential candidate names will be brought up during discussion that the Board needs to go into Executive Session.

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS THE SELECTION OF AN INTERIM DIRECTOR.

AYES: ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

At 6:33 p.m., the Board went into Executive Session.

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO RESUME REGULAR SESSION.

AYES: ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ROBERT PORTER, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

At 7:30 p.m., the Board resumed regular session. President Koos stated that no action was taken during Executive Session.

Julian Westerhout stated that with the timing of the Director Bouda's retirement and the holidays, the Board really needs to get more information on potential candidates in order to make a decision on an Interim Director. He went on to say, that since Director Bouda is officially still the Director until January 8, 2016, the Board has decided to hold another Special Board meeting on Tuesday, December 8 in order to go through responses from potential candidates in order to make a choice for an Interim Director.

D. Approve Selection of Director Search Firm

President Koos shared that they will be calling Dee Brennan from RAILS regarding a Search Firm. She distributed a list of qualities and skills for a new Director, that Director Bouda provided, along with handouts on four firms to consider hiring in the search for a new Director. The four firms were Bradbury Associates, John Keister & Associates, Lynn Elam Consulting, and Calaberry Consulting. President Koos shared that the last search for a Director cost approximately \$20,000. There was much discussion on the firms that were presented, and what the Library would be getting for their money.

Dee Brennan joined the meeting by phone to assist the Trustees with what is involved with working with a search firm and what the process consists of.

President Koos shared with Dee, the firms that she had come up with and shared with the Board. Dee shared her knowledge of each firm, along with the expectation that they

will probably not find a firm that will charge any less than \$10,000.00. Dee went on to say, that the Board should make sure that they clarify with potential firms exactly what it is that they are looking for in a Director. Dee suggested that they have a very brief, formal RFP sent to each firm that they are interested in. She went on to say, that she could send some templates to be used.

President Koos asked Dee if it is acceptable to hire an Interim Director that is not a Librarian but perhaps someone who has worked for a School District, such as a Superintendent. Dee responded that as long as the Library has no existing big problems that need to be fixed or big projects to work through, this may be an option.

There was some discussion as to what was shared by Dee Brennan.

There was general consensus that an RFP be published in the Pantagraph, sent to the four firms and advertised on the appropriate websites and library journals. Director Bouda shared that if any assistance was needed in writing the RFP beyond the samples that Dee sends, they could most likely enlist Jon Johnston's (City of Bloomington Procurement Manager) help with it. There was consensus to get the RFP drawn up in the next few days and send to the Trustees to peruse, then edit and approve at the December 15 meeting, then have it published in the paper and sent out to prospective firms on December 16. Along with this, the expected date for return of responses would be January 8, 2016 so that a special Board meeting tentatively may be held on January 12. There was also discussion on developing a Search Committee and how many meetings may be needed to interview the firms that respond.

VII. Adjournment

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:32 p.m.

Proposal for Staff Development Day January 12, 2016

I would like to recommend that the Board approve a Staff Development Day for January 12, 2016 featuring guest presenters from various local organizations that offer homeless services. The presenters will give advice and suggestions on how to best serve the homeless population in the Library. They will also provide detailed procedures on how each organization deals with the homeless population in Bloomington.

I would like to request the Library be closed on January 12, 2016 so that all staff will be able to attend the training.

I would like to request that a light breakfast (donuts/coffee) and lunch be provided.

I would like to request the Library Board approve a recommendation to the Foundation to use the unspent funds from Staff Appreciation Day (due to a mix-up with HyVee, lunch for Staff Appreciation Day was free) which amounts to 888.30. The funds would be use for the following:

Proposed costs for the day:

Presentations from Local Organizations:	Free
Fire Safety Training:	\$213.30
Breakfast/Lunch:	\$675.00

Unspent Funds from Staff Appreciation Day: \$888.30

Total Projected for the day: Not to Exceed: \$888.30

The Bloomington Public Library Board of Trustees approves closing the Library on Tuesday, January 12, 2016 to provide a Staff Development Day and further recommends that the Bloomington Public Library Foundation fund the 2016 Staff Development Day (which includes light breakfast and lunch) at a cost not to exceed \$888.30.

Approved on this 1st day of December 2015



Carol Koos, President
Bloomington Public Library Board of Trustees