

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, December 15, 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 5:32 p.m.

II. Roll Call

MEMBERS PRESENT: Alex Cardona, Emily Kelahan, Van Miller, Susan O'Rourke,
Robert Porter, Mike Raikes, Julian Westerhout, Carol Koos

MEMBERS ABSENT: Whitney Thomas

OTHERS PRESENT: Kathy Jeakins, Terry Lindberg, Patricia Marton, Caprice
Prochnow, Carol Torrens, Gayle Tucker

III. Introductions

President Koos introduced those present.

IV. Public Comment

Patricia Marton, resident, made a statement regarding libraries with a safe environment for senior citizens.

V. Approval of Minutes

A. November 17, 2015

SUSAN O'ROURKE MOVED, MIKE RAIKES SECONDED, TO APPROVE THE
MINUTES FROM THE NOVEMBER 17, 2015 MEETING. THE MOTION
CARRIED UNANIMOUSLY.

B. December 1, 2015

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE THE
MINUTES FROM THE DECEMBER 1, 2015 MEETING. THE MOTION
CARRIED UNANIMOUSLY.

C. December 8, 2015

ROBERT PORTER MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 8, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

President Koos stated that the RFP for a Director Search firm is ready to be published on Friday, and that the only modifications to the document were Board approved edits and typos that Susan O'Rourke and Johanna Sneed discovered.

President Koos shared that she will be meeting with Ed Barry from Farnsworth to get his recommendations on the Expansion Study. She went on to say, that both he and Director Bouda had advised putting the Needs Assessment on hold until a permanent Director is hired as the Director has important input on the final document. There was some discussion on this.

President Koos shared that on Monday, December 21, she and Carol Torrens, AS Manager, will be giving a report on FY15 for Bloomington Public Library to the City Council.

VII. Director's Report

A report was not given.

VIII. Fiscal Report

Kathy Jeakins stated that we should be at 58%, our total Revenues are over 99% and total Expenditures are at 55%. She went on to say, that the final Property Tax Distribution was received, and the total received for the fiscal year was a little under \$2,000 of the projected amount.

IX. Approval of Bills

MIKE RAIKES MOVED, ALEX CARDONA SECONDED, TO APPROVE THE BILLS LIST FROM NOVEMBER 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

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

The 3 P's Committee did not meet. Emily Kelahan stated that she would like to call a meeting on February 3, 2016. She went on to say, that between now and then, she has duties to assign correlative to the various parts of the Strategic Plan.

President Koos asked that the Committee also look at developing standardized roles for committees.

C. Bookmobile Ad Hoc Committee

The Bookmobile Ad Hoc Committee did not meet. Alex Cardona stated that the Committee plans to meet in January as they will be welcoming a few new members. He went on to say, that they will be focusing on a Mission statement, community survey, and updated results on the new west side stops.

XI. Executive Session to Discuss Salary/Start Date for Interim Director

ROBERT PORTER MOVED, VAN MILLER SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS THE SALARY AND START DATE FOR THE 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 5:56 p.m., the Board went into Executive Session.

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

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

NAYES: NONE

ABSENT: WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

At 7:07 p.m., the Board resumed regular session. President Koos stated that no action was taken during Executive Session.

XII. New Business

A. Approve Salary/Start Date for Interim Director

ROBERT PORTER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE CONSULTING SERVICES AGREEMENT WITH COMPENSATION AT \$85.00 PER HOUR AND THE REST OF THE AGREEMENT AS PRESENTED, INCLUDING THE START DATE OF DECEMBER 16, 2015.

AYES: ALEX CARDONA, EMILY KELAHAN, VAN MILLER, ROBERT PORTER, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: SUSAN O'ROURKE

ABSENT: WHITNEY THOMAS

THE MOTION CARRIED.

XIII. Unfinished Business

A. Discuss Progress on Finding a Facilitator for Developing Goal #1 of Strategic Plan

President Koos stated that this had been on hold, but now that an Interim Director is in place, the search for a facilitator for this can begin again.

There was some discussion on this, and the consensus was that President Koos and Emily Kelahan, 3 P's Chairwoman, would meet with Interim Director, Terry Lindberg, in order to apprise him of what has transpired on this, and to get his professional assessment on how that process should unfold.

B. Discussion of Electronic Communication Among Board Members

Susan O'Rourke stated that this issue may have been resolved, but in order to confirm this, she asked that the Trustees reply "received" to any "test" emails that they may receive from either her or Caprice Prochnow. There was some discussion on this, and Caprice Prochnow suggested that when she sends an email to the Trustees that she will ask for a "delivery and/or read receipt" to verify receipt.

C. Discussion on Purpose of Committee Meetings

This issue has been resolved.

XIII. Comments from Board Trustees

Robert Porter stated that he is very pleased that the Board has selected Terry Lindberg as Interim Director, as Terry comes to the Library with a wide variety and breadth of public sector service. He went on to say that the Library will be very well served by him and the Board looks forward to working with him.

Terry Lindberg shared his list of possible areas of focus which include: Board Governance (Strategic Plan and Committee structure), Board/Staff relations (communications), Major Projects (Director Search and Farnsworth Needs Assessment).

Susan O'Rourke stated that in reviewing the November 17 Minutes, it is her understanding that both a facilitator and the 3 P's Committee will be addressing the purpose of committee meetings.

XIV. Adjournment

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

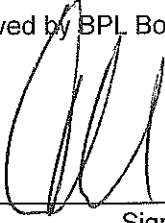
President Koos adjourned the meeting at 7:23 p.m.

2015.11

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, December 16, 2015



Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	725.00
American National Skyline, Inc. (Clearly Windows)	Building Maintenance	600.00
American Pest Control	Building Maintenance	80.00
CDW Government	Computer Supplies	162.12
Cengage Learning	Adult Books	938.83
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	10,809.72
City of Bloomington	Gas & Diesel Fuel	344.40
City of Bloomington	Health Insurance-HMO	6,966.60
City of Bloomington	Health Insurance-PPO	19,796.84
City of Bloomington	IMRF	20,931.25
City of Bloomington	Life Insurance	245.02
City of Bloomington	Medicare	2,528.12
City of Bloomington	Payroll	183,872.04
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	1,055.65
Comcast	Telecommunications	102.85
ComputType, Inc.	Library Supplies	1,034.50
Continental Research Corp	Janitorial Supplies	182.06
Cummins Mid State	Vehicle Maintenance	624.04
Demco	Library Supplies	3,879.54
Ebsco Subscription Services	Periodicals	33.50
Farm & Home Publishers, Ltd	Adult Books	43.70
Findaway World, LLC	A/V Materials	843.87
Founder's Grove Neighborhood Association	Advertising	100.00
Frontier	Telecommunications	1,210.33
Harlan Vance Company	Library Supplies	595.44
Illinois Wesleyan University	Other Purchased Services	886.27
Imaging Office Systems, Inc.	Office/Equipment Mtn	650.00
Johnson Controls	Building Maintenance	543.40
Kone, Inc.	Building Maintenance	1,376.76
Leary, Donna	Travel	67.62
Limelight Communications, Inc.	Advertising	200.00
McLean County Chamber of Commerce	Membership Dues	587.00
MicroMarketing, LLC	A/V Materials	29.85
Midwest Tape	A/V Materials	717.88
Miller Janitorial Supply	Building Mtn Supplies	20.90
Miller Janitorial Supply	Janitorial Supplies	552.45

Multicultural Books & Videos
 OfficeMax
 OfficeMax
 OfficeMax
 Osacky, Michael
 OverDrive
 PATH, Inc.
 Penguin Random Hose, LLC
 Pilot Media, LLC (Great Plains Media)
 ProQuest, LLC
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Tri-County Irrigation & Plumbing, Inc.
 Tucker, Gayle
 Vernon Library Supplies, Inc.
 Weaver's Rent-All
 Weaver's Rent-All
 Westerhout, Julian
 Wilson, Emily
 Woelfel, Corrine (Twin City Trivia)
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Airlines
 VISA - American Library Association
 VISA - American Library Association
 VISA - B & H Photo
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Biaggi's
 VISA - Chocolatier, Inc.
 VISA - Concord Custom Cleaners
 VISA - Dallas & Company
 VISA - Delta Airlines
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - ESPN, the Magazine
 VISA - Evanced Solutions, LLC
 VISA - Five Star Water
 VISA - GameStop
 VISA - GameStop
 VISA - Harvard Business Review
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - HR Direct/G Neil
 VISA - Illinois Chamber of Commerce
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Jewel
 VISA - Kirby Risk Electrical Supplies

Children's Books	27.95
Computer Supplies	68.64
Janitorial Supplies	270.00
Office Supplies	(222.44)
Other Purchased Services	149.50
Ebooks	4,900.00
Adult Books	40.00
A/V Materials	33.00
Advertising	1,250.00
Public Access Software	2,385.00
A/V Materials	461.06
Rentals	1,481.79
Other Purchased Services	67.00
Building Maintenance	29.01
Other Property Mtn	59.98
Travel	139.10
Library Supplies	349.34
Building Mtn Supplies	464.00
Rentals	750.00
Travel	51.85
Travel	6.33
Other Purchased Services	50.00
Computer Supplies	162.50
Library Supplies	15.92
A/V Materials	1,194.65
Adult Books	57.32
Travel	555.20
Membership Dues	558.00
Professional Development	560.00
Computer Supplies	1,297.00
A/V Materials	6,101.18
Adult Books	9,483.60
Children's Books	7,706.30
Other Purchased Services	447.32
Travel	43.55
Employee Relations	173.68
Other Purchased Services	70.17
Other Purchased Services	26.99
Travel	1,035.40
Office Supplies	13.00
Other Purchased Services	20.00
Periodicals	26.00
Office/Equipment Mtn	1,350.00
Miscellaneous Expenses	48.10
A/V Materials	725.75
Other Purchased Services	59.98
Periodicals	89.00
Library Supplies	18.44
Other Purchased Services	42.90
Office/Equipment Mtn	297.50
Professional Development	249.00
Membership Dues	75.00
Adult Books	264.13
Employee Relations	10.46
Building Mtn Supplies	1,116.00

VISA - Koldaire Equipment Co.	Employee Relations	8.70
VISA - Kroger	Employee Relations	23.73
VISA - Land's End Business Outfitters	Uniforms	178.70
VISA - Lectorum Publications, Inc.	Children's Books	95.01
VISA - Lowe's	Library Supplies	167.74
VISA - Meijer	Miscellaneous Expenses	67.92
VISA - Michael's	Library Supplies	39.27
VISA - Michael's	Other Purchased Services	51.72
VISA - Namaster Plaza	Other Purchased Services	59.50
VISA - National Enquirer	Periodicals	109.20
VISA - Office Depot/OfficeMax	Copier Supplies	(41.15)
VISA - Office Depot/OfficeMax	Library Supplies	77.94
VISA - Office Depot/OfficeMax	Miscellaneous Expenses	4.49
VISA - Office Depot/OfficeMax	Office Supplies	43.49
VISA - Oriental Trading	Employee Relations	90.71
VISA - Party City	Employee Relations	163.08
VISA - Paypal*RSZILAGY	Other Purchased Services	19.28
VISA - Roy Huff Company	Other Purchased Services	259.41
VISA - Schnuck's	Employee Relations	14.98
VISA - Sprint	Telecommunications	405.98
VISA - SteamPoweed.com	Other Purchased Services	100.00
VISA - Target	Other Purchased Services	30.97
VISA - Things Remembered	Employee Relations	281.00
VISA - Things Remembered	Other Purchased Services	205.00
VISA - Toys R Us	Library Supplies	35.98
VISA - Verizon Wireless	Telecommunications	122.84
VISA - Wal-Mart	Employee Relations	59.58
VISA - Wal-Mart	Janitorial Supplies	49.67
VISA - Wal-Mart	Office Supplies	10.97
VISA - Wal-Mart	Other Purchased Services	36.84
VISA - Windstream	Telecommunications	140.86
Total		314,383.78