

Bloomington Public Library  
Board of Trustees  
Budget and Personnel Committee

Tuesday  
June 2, 2015  
5:30 p.m.

William C. Wetzel Reading Room  
Bloomington Public Library

**Minutes**

- I. Call to Order  
Robert Porter, Chair called the meeting to order at 5:31 p.m.
- II. Roll Call  
PRESENT: Susan O'Rourke, Mike Raikes, Julian Westerhout, Robert Porter  
ABSENT: Carol Koos  
OTHERS: Georgia Bouda, Kathy Jeakins, Karen Moen, Caprice Prochnow
- III. Introductions and Public Comment  
Director Bouda introduced Librarian Karen Moen.
- IV. Approval of Minutes  
A. April 20, 2015  
Julian Westerhout moved, Susan O'Rourke seconded, to approve the Minutes from the April 20, 2015 meeting. The motion carried unanimously.
- V. Old Business  
A. Review of function, purpose, and operation of the Budget and Personnel Committee  
Robert reviewed that the B&P's main function is to review both the budget and Director's evaluation annually.  
Susan shared her knowledge of the B&P Committee over the last year.  
Director Bouda shared the process and timing of the budgets and the responsibility of the Committee.  
After some discussion, it was agreed that the full Board needed to come up with a Strategic Plan in order to set goals for the Library and then the goals for the Director and staff will flow into that plan.  
There was discussion on creating goals for the Director in order to evaluate her more fairly this next fiscal year.

B. Executive Session to Review FY 2015 Director's Evaluations and S.W.A.T. Summary Pursuant to 5 ILCS 120/2(c)(1)

Susan O'Rourke moved, Mike Raikes seconded, to go into Executive Session to review FY2015 Director's Evaluations and SWOT Summary pursuant to 5 ILCS 120/2( c)(1)

AYES: Susan O'Rourke, Mike Raikes, Julian Westerhout, Robert Porter

NAYES: None

ABSENT: Carol Koos

The motion carried unanimously.

At 5:53 p.m., the Committee went into Executive Session.

At 7:35p.m., the Committee resumed regular session. Robert Porter, Chair stated that no action was taken during Executive Session.

VI. New Business

A. Director's Evaluation Tool

1. Implementing the tool this year
2. Timing and Scheduling
3. Content and Format
4. Revising the tool for future use
5. Additional Information to Gather
6. Recommendation to the Board

Robert Porter stated that the items listed under item A. of New Business will be discussed together rather than separately.

Susan O'Rourke moved, Julian Westerhout seconded, that the Committee recommend to the full Board that we close out the current evaluation. The motion carried unanimously.

Susan O'Rourke moved, Mike Raikes seconded, to bring a draft of goals for the Director to the full Board for further editing. The motion carried unanimously.

B. Amending item f. of the Bylaws to Include the Annual Development of Goals and Goals for the Director

C. Amending item f. of the Bylaws to Include Greater Specificity Concerning the Director's Evaluation and Schedule for Evaluation

There was some discussion on items B. and C. in revising item f. of the Bylaws.

Robert Porter moved, Susan O'Rourke seconded, to table items B and C. The motion carried unanimously.

VII. Future Agendas/Comments from Trustees

Susan O'Rourke suggested there be a better division of labor between the 3 Ps and Budget & Personnel Committees.

VIII. Adjournment

Mike Raikes moved, Julian Westerhout seconded, to adjourn the meeting.  
Robert Porter, Chair adjourned the meeting at 7:51 p.m.