

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, January 19, 2016
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, Whitney Thomas (arrived at 5:58 p.m.), Julian Westerhout, Carol Koos

MEMBERS ABSENT: None

OTHERS PRESENT: Ed Barry (Farnsworth Group), Chad Frankenberger (Farnsworth Group), Lynn Gray (GPPLD Board President), Kathy Jeakins, Terry Lindberg, Patricia Marton (resident), Renee Nestler (AFSCME Union Representative), Caprice Prochnow, Carol Torrens

III. Introductions

President Koos introduced those present.

IV. Public Comment

Patricia Marton, resident, commented on the continuation of creating an open and responsive environment here at the Library that began last summer. Along with this, she shared some of the attributes she hopes the new Director will possess.

President Koos asked for a motion to move "Unfinished Business" right after the Director's report.

SUSAN O'ROURKE MOVED, EMILY KELAHAN SECONDED, TO MOVE "UNFINISHED BUSINESS" TO RIGHT AFTER THE DIRECTOR'S REPORT. THE MOTION CARRIED UNANIMOUSLY.

V. Approval of Minutes

A. December 15, 2015

VAN MILLER MOVED, MIKE RAIKES SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 15, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

President Koos shared that she had attended the bilingual Story Hour called Pagina Por Pagina that was provided by Conexiones Latinas de McLean County and the Lawyers in the Classroom Program. She went on to say, that this was a very good program that had two presenters with one reading in English and the other in Spanish.

President Koos encouraged the Trustees to attend program(s) or participate in the Bloomington Reads, the Community Reading program that highlights "Ready Player One" by Ernest Cline.

A. Appointment of Search Committee

President Koos stated that Mary Ann Webb, Foundation Board President, Lynn Gray, Golden Prairie Public Library District Board President, Julian Westerhout, BPL Trustee and Alex Cardona, BPL Trustee will serve on the Search Committee for the new Director. The two BPL Trustees will sit on the Search Committee alternately.

VII. Director's Report

Director Lindberg distributed the new Program Guide, and shared that another bilingual Story Hour is happening right now in the Story Room.

Director Lindberg stated that there are a lot of meetings underway, and he attempts to attend most of them. He went on to say, that he is enjoying his time here, and everyone has been kind to him.

XI. Unfinished Business

A. Farnsworth Update on the Needs Assessment, Programming, Site Analysis and Conceptual Design

Ed Barry presented both the "Existing Building Assessment" and "Long Range Vision for the Future" reports, and reviewed the contents of each. A copy was available for each of the Trustees along with some extras. Ed Barry also distributed a document that outlined the timeline for the remainder of the Study.

President Koos stated that any questions that the Trustees may have once they have read the reports, should be directed to her, and she will filter them to the Director, who will pass them along to Ed Barry and Chad Frankenberger.

VIII. Fiscal Report

Kathy Jeakins stated that Expenses should be about 66% to 67%, but it is at 62%, and almost all the Revenues have been received for the year. She went on to say, that only half of the \$12,500 Project Next Generation Grant money applied for will be received this year from the State.

IX. Approval of Bills

SUSAN O'ROURKE MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE BILLS LIST FROM DECEMBER 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

Susan O'Rourke inquired as to whether the Director's goals should be established and in place for when a new Director is in place.

Emily Kelahan shared that this point had been addressed at the 3P's Committee meeting as they were looking at the revision of the Bylaws to reflect the duties and responsibilities of committees along with a timeline for said responsibilities.

There was some discussion on this, and it was determined that the development of the Director's goals will be on hold until after the Strategic Plan is in place in the next few months. All the Trustees are in agreement that goals need to be in place for the Director, and the Board needs to update the Strategic Plan.

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

Emily Kelahan stated that the Chair's report was included in the packet. She went on to say, that the Committee is taking on two important projects which are the Strategic Plan and coming up with a few measures to assist Chairs as they take over new committees, make communication between committees and full Board a little more efficient.

C. Bookmobile Ad Hoc Committee

Alex Cardona reviewed some highlights of the January meeting. He went on to say, that they have a draft of the community survey that they have been working on, and that he is going to have some experts review it before sending it out to the community. The survey will be in both electronic and paper form. Alex stated that they will be reviewing the progress of the bookmobile stops that were added. He also shared that it was decided that they will allow one full year to measure the success of the added stops.

XII. New Business

A. Approve Selection of Director Search Firms to Interview

President Koos stated that only one proposal was received, and it was from John Keister & Associates, and that the Board needs to discuss whether to grant his firm an interview or to send out a new RFP with a new timeline.

Kathy Jeakins stated that the proposal would not need to be redone, but rather they would just re-advertise, and they could send it to particular groups or organizations if they chose to. She went on to say, that she would check with Misty at City for some direction, but most likely this would send the timeline out another month.

Director Lindberg stated that if the Board did decide to re-advertise the RFP that he would ask that they vote to not accept the Keister proposal in order to close out this proposal process. He went on to say, that there is no guarantee that a better response will be received next time.

There was discussion on the proposal submitted by John Keister and Associates firm whether to interview them or to close out this proposal session and start a new one.

EMILY KELAHAAN MOVED, VAN MILLER SECONDED, TO INTERVIEW JOHN KEISTER AND ASSOCIATES FIRM. THE MOTION CARRIED.

B. Approve Dates to Interview Director Search Firms

President Koos stated that a special meeting needs to be set prior to the award date of February 3 in order to conduct the interview. There was discussion on possible dates.

The two possible dates to propose to John Keister & Associates for the interview are Wednesday, January 27 at 5:30 p.m. or Friday, January 29 at noon.

ROBERT PORTER MOVED, VAN MILLER SECONDED, TO APPROVE CONDUCTING AN INTERVIEW WITH JOHN KEISTER & ASSOCIATES ON EITHER WEDNESDAY, JANUARY 27 AT 5:30 P.M. OR FRIDAY, JANUARY 29 AT NOON. THE MOTION CARRIED UNANIMOUSLY.

XIII. Comments from Board Trustees

Alex Cardona shared that he attended the other bilingual Story Hour that was presented by international students at Illinois Wesleyan that was well attended, and it was a very good program.

Alex stated that as an entity, the Library is doing a really good job in expanding our Outreach Services and Programming. He went on to say that Carol Torrens did a great job in representing the Library when presenting the Library Annual Report to City Council.

Alex added that in the last six months, staff has done a great job in engaging the media, and having some positive media impressions in the community.

XIV. Adjournment

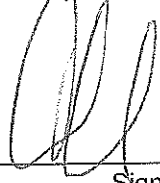
VAN MILLER MOVED, ALEX CARDONA SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:49 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, January 19, 2016



 Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	12,975.13
American Pest Control	Building Maintenance	180.00
Automatic Fire Sprinkler, LLC	Building Maintenance	375.00
Brush, Charles (C.K. Brush Plumbing)	Building Maintenance	135.00
CDW Government	Computer Supplies	3,138.01
Cengage Learning	Adult Books	753.73
Center Point Large Print	Adult Books	469.14
Central Supply Co.	Office/Equipment Mtnc	49.00
City Directories (Info Group)	Public Access Software	13,250.00
City of Bloomington	Dental Insurance	807.72
City of Bloomington	FICA	11,121.62
City of Bloomington	Gas & Diesel Fuel	45.46
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,796.84
City of Bloomington	IMRF	20,978.68
City of Bloomington	Life Insurance	256.36
City of Bloomington	Medicare	2,601.03
City of Bloomington	Payroll	183,097.64
City of Bloomington	Vision Insurance	199.62
City of Bloomington	Water	572.29
Comcast	Telecommunications	102.85
Continental Research Corp	Janitorial Supplies	164.00
Cumulus Broadcasting	Advertising	737.00
Custom Digital Imaging	Printing/Binding	5,431.54
Dell Marketing, L.P.	Computer Supplies	8,134.25
Ebsco Subscription Services	Periodicals	23.38
Findaway World, LLC	AV Materials	84.98
Flynn's Delivery, Inc.	Other Purchased Services	248.00
Frontier	Telecommunications	1,460.57
Illinois Wesleyan University	Other Purchased Services	698.38
Kavanagh, Scully, Sudow, White & Frederick	Other Purchased Services	345.00
Keystone US Management (Tyco Integrated Security, LLC)	Building Maintenance	259.32
Lander Van Gundy Insurance	Other Insurance	5,067.00
Lander Van Gundy Insurance	Property Insurance	19,669.00
Lander Van Gundy Insurance	Vehicle Insurance	3,409.00
Lander Van Gundy Insurance	Worker's Compensation	13,188.00
Limelight Communications, Inc.	Advertising	200.00
Lindberg, Walter F	Other Purchased Services	3,060.00
Massie, Rhonda	Advertising	137.77

Mid Illinois Mechanical Services, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Nicor
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive
 Pantagraph
 Postmaster, Bloomington
 ProQuest, LLC
 Rainbow Book Company
 Recorded Books, Inc.
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 SimplexGrinnell
 Taylor, Pamela (SeaStar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 University of Illinois
 Weber Electric, Inc.
 Yates, John (Arcadia Museum)
 VISA - Alibris Books
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
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 VISA - American Library Association
 VISA - Amtrak
 VISA - Argo Tea Garden
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Beggar's Pizza
 VISA - Bill's Key 7 Lock Shop
 VISA - Blackstone Library
 VISA - Bloomington Galaxy Theatre
 VISA - Brochure Holders 4 U
 VISA - Chicago Taxi
 VISA - Choice Taxi
 VISA - Concord Custom Cleaners
 VISA - Curbside Flash Cab
 VISA - Demco
 VISA - Dollar Treee.com
 VISA - EnvisionWare

Building Maintenance	184.00
Office/Equipment Mtn	137.67
A/V Materials	574.90
Janitorial Supplies	568.29
Natural Gas	2,688.40
Building Mtn Supplies	86.24
Computer Supplies	910.27
Copier Supplies	343.40
Employee Relations	178.32
Janitorial Supplies	23.12
Office Supplies	438.36
Ebooks	4,900.00
Printing/Binding	221.30
Postage	225.00
Public Access Software	2,779.00
Children's Books	1,549.23
A/V Materials	56.99
Library Supplies	291.85
Rentals	1,121.71
Printing/Binding	60.00
Building Maintenance	3,839.63
Other Purchased Services	50.00
Building Maintenance	30.02
Other Purchased Services	492.25
Tuition Reimbursement	11,448.00
Building Maintenance	4,909.38
Other Purchased Services	600.00
Adult Books	101.88
A/V Materials	217.93
Computer Supplies	56.06
Office Supplies	8.99
A/V Materials	1,079.37
Adult Books	73.71
Children's Books	26.99
Library Supplies	86.83
Other Purchased Services	206.97
Professional Development	755.00
Travel	95.00
Travel	5.74
A/V Materials	7,539.89
Adult Books	7,498.45
Children's Books	7,589.52
Employee Relations	20.00
Travel	6.93
Building Mtn Supplies	6.81
A/V Materials	172.22
Other Purchased Services	15.00
Library Supplies	55.45
Travel	45.20
Travel	13.70
Other Purchased Services	49.35
Travel	13.81
Library Supplies	72.63
Other Purchased Services	37.61
Office/Equipment Mtn	725.00

VISA - Facebook	Advertising	66.24
VISA - Five Star Water	Miscellaneous Expenses	42.05
VISA - Galls, LLC	Uniforms	150.97
VISA - GameStop	A/V Materials	382.44
VISA - GameStop	Other Purchased Services	19.99
VISA - Heartland Parking	Travel	14.00
VISA - Hobby Lobby	Other Purchased Services	193.03
VISA - Hoyt's Restaurant	Travel	12.84
VISA - Ingram	Adult Books	573.50
VISA - Michael's	Library Supplies	5.98
VISA - Michael's	Office Supplies	18.49
VISA - Office Depot/OfficeMax	Computer Supplies	28.32
VISA - Office Depot/OfficeMax	Copier Supplies	86.51
VISA - Office Depot/OfficeMax	Office Supplies	59.34
VISA - Olalekan Kazeem	Travel	25.13
VISA - Parkway Auto Laundry	Vehicle Maintenance	22.00
VISA - Paypal*Illinois State Genealogical Society	Periodicals	35.00
VISA - Paypal*Melissa Alcorn	Advertising	415.00
VISA - PF Chang's China Bistro	Travel	22.07
VISA - Scoop Advant Resources	Professional Development	199.00
VISA - Skillpath/National Seminars	Professional Development	199.00
VISA - Skinit.com	Computer Supplies	152.46
VISA - Speed Lube	Vehicle Maintenance	64.90
VISA - Sprint	Telecommunications	811.96
VISA - Steam Games.com	Other Purchased Services	100.00
VISA - Subway	Travel	5.87
VISA - USPS	Postage	5.54
VISA - Veridesk, LLC	Office Supplies	1,480.00
VISA - Verizon Wireless	Telecommunications	122.84
VISA - Vernon Library Supplies	Library Supplies	249.18
VISA - VTS Globe Taxi	Travel	19.05
VISA - Wal-Mart	Building Mtnc Supplies	2.97
VISA - Wal-Mart	Employee Relations	289.14
VISA - Wal-Mart	Janitorial Supplies	106.95
VISA - Wal-Mart	Miscellaneous Expenses	68.78
VISA - Wal-Mart	Library Supplies	61.51
VISA - Wal-Mart	Office Supplies	12.97
VISA - Wal-Mart	Other Purchased Services	130.63
VISA - Wal-Mart.com	Other Purchased Services	51.76
VISA - Wendell Niepagen Greenhouse	Library Supplies	24.00
VISA - Windstream	Telecommunications	122.66
VISA - Wyndham Chicago	Travel	409.27
Total		412,285.62