

BLOOMINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

Tuesday, July 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, Alicia Henry, Van Miller, Mike Raikes, Whitney Roberson, Carol Koos  
MEMBERS ABSENT: Robert Porter, Julian Westerhout  
OTHERS PRESENT: Lynn Gray, Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow, Carol Torrens
- III. Introduction of Public  
President Koos introduced those in attendance.
- IV. Public Comment  
There were no public comments.
- V. Consent Agenda  
A. Recommend Approval of Minutes of June 21, 2016 Regular BPL Board Meeting  
B. Recommend Approval of Bills List of June 2016  
MIKE RAIKES MOVED, ALEX CARDONA SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.
- VI. President's Report  
A. Update on Farnsworth Study  
President Koos shared that she and Director Hamilton met with Ed Barry and Chad Frankenberger from Farnsworth to discuss continuing with the Needs Assessment, Programming, Site Analysis and Conceptual Design Study. She went on to say that they will be moving forward with the Conceptual Design phase which primarily will involve

meetings with the Director and staff so that they may provide detailed input on what really needs to be included in a new structure or an addition to the existing building. President Koos stated that once that phase is done, they will proceed with the Conceptual Site Plan and Conceptual Building Design phase. She went on to say that Ed Barry had stated that Farnsworth should be wrapping up the Study in about three or four months.

VII. Director's Report

Director Hamilton asked for some input from the Trustees in regards to getting some consistency and possibly adding some items to the Bloomington Public Library Board link on the Library website. There was some discussion on this, and the suggested changes will be made.

Director Hamilton shared that this last Board packet was so large that it had to be sent in two different emails, and asked the Trustees if they would be interested in getting a link to the packet on the website that they could download. There was some discussion, and the consensus was to continue having the packet emailed to them.

Director Hamilton stated that the Board currently does not have Public Comment Guidelines, which they should have. She went on to say that she will forward a copy of the City's guidelines along with her recommendations of how the Board guidelines should look to the Trustees, and then this item can be placed on the August agenda for further discussion.

VIII. Fiscal Report presented by Kathy Jeakins, Business Manager

Kathy Jeakins, Business Manager, reported that at the end of June, the Expenditures were at 16.7% and the Revenues are at 50%, which is primarily due to the fact that three Property Tax Distributions have been received. Kathy went on to say that the Per Capita Grant was received, and reminded the Trustees that there was a reduction in the amount for this year. She entertained questions.

IX. Committee Reports and Discussion

A. Budget & Personnel

1. Robert Porter, Chair, Report on Committee Business

In Robert Porter's absence, President Koos reported that the Budget & Personnel Committee met in order to review goals that the Director had drafted in order to incorporate them into the Director Evaluation Tool.

The Trustees reviewed the goals that were presented.

2. Recommend Approval of Incorporating Director Goals into the Library Director Performance Review System

MIKE RAIKES MOVED, ALEX CARDONA SECONDED, TO APPROVE INCORPORATING DIRECTOR GOALS INTO THE LIBRARY DIRECTOR PERFORMANCE REVIEW SYSTEM. THE MOTION CARRIED UNANIMOUSLY.

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

1. Julian Westerhout, Chair, Report on Committee Business

In Julian Westerhout's absence, Director Hamilton reviewed the revisions of the documents presented for approval.

2. Recommend Approval of Committee Guidelines Worksheet

This item will be tabled.

3. Recommend Approval of Nomination of Officers Procedures

This item will be tabled.

4. Amending items a., f., i., and j. of the Bylaws

The Trustees reviewed the proposed revisions to the bylaws and offered some further changes, which Director Hamilton will make to the document and present at the August meeting for review.

C. Bookmobile Ad Hoc Committee

1. Alex Cardona, Chair, Report on Committee Business

Alex Cardona shared that the committee has not yet had their final meeting.

X. New Business

A. Recommend Approval of Waiving the Three Quote Requirement to Renew Collection

HQ Service from Bridgeall Libraries in the Amount of \$14,425.00

Carol Torrens, Adult Services Manager, reviewed the Collection HQ Service with the Trustees.

VAN MILLER MOVED, MIKE RAIKES SECONDED, TO APPROVE WAIVING THE THREE QUOTE REQUIREMENT TO RENEW COLLECTION HQ SERVICE FROM BRIDGEALL LIBRARIES IN THE AMOUNT OF \$14,425.00.

AYES: ALEX CARDONA, ALICIA HENRY, VAN MILLER, MIKE RAIKES, WHITNEY ROBERSON, CAROL KOOS

NAYES: NONE

ABSENT: ROBERT PORTER, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

B. Recommend Approval of Waiving Competitive Bid Process to Renew OCLC Service from Illinois Heartland Library System in the Amount of \$21,630.88

Director Hamilton reviewed the OCLC Service with the Trustees.

VAN MILLER MOVED, MIKE RAIKES SECONDED, TO APPROVE WAIVING COMPETITIVE BID PROCESS TO RENEW OCLC SERVICE FROM ILLINOIS HEARTLAND LIBRARY SYSTEM IN THE AMOUNT OF \$21,630.88.

AYES: ALEX CARDONA, ALICIA HENRY, VAN MILLER, MIKE RAIKES,  
WHITNEY ROBERSON, CAROL KOOS

NAYES: NONE

ABSENT: ROBERT PORTER, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

C. Recommend Approval of Costs for Director Reception

In Rhonda Massie's absence, Director Hamilton reviewed the progress on the plans for the reception. She shared that Rhonda has encountered several roadblocks in trying to getting something arranged.

There was some discussion on this, and the consensus was to hold two different receptions, the first being a public meet and greet and the following one would be by invitation only, and would be for members from the library boards and community leaders, and both would be held in the Library Community Room.

XI. Comments from Board Trustees

Alex Cardona made mention of the ILA Executive Board meeting that is to be held in Normal on Thursday, and wondered if the Bloomington Public Library had representation. Director Hamilton explained that this is a private group, and that this meeting actually kicks off the Orientation for all the committees. She went on to say, that some staff have been on committees in the past, but currently there are no staff on an ILA committee.

XII. Adjournment

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:42 p.m.