

BLOOMINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

Tuesday, September 20, 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 5:30 p.m.
  
- II. Roll Call  
TRUSTEES PRESENT: Alex Cardona, Alicia Henry, Whitney Roberson, Julian Westerhout, Alicia Whitworth, Carol Koos  
  
TRUSTEES ABSENT: Van Miller, Robert Porter, Mike Raikes  
  
OTHERS PRESENT: Laura Golaszewski, Jeanne Hamilton, Caprice Prochnow, Carol Torrens, Gayle Tucker
  
- III. Introduction of Public  
President Koos introduced those present.
  
- IV. Public Comment  
There were no public comments.
  
- V. Consent Agenda
  - A. Recommend Approval of Minutes of August 16, 2016 Regular BPL Board Meeting
  - B. Recommend Approval of Bills List of July 2016  
JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.
  
- VI. Executive Session – Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21)  
ALEX CARDONA MOVED, JULIAN WESTERHOUT SECONDED, TO GO INTO EXECUTIVE SESSION TO REVIEW MINUTES OF EXECUTIVE SESSIONS.  
  
AYES: ALEX CARDONA, ALICIA HENRY, WHITNEY ROBERSON,  
JULIAN WESTERHOUT, CAROL KOOS  
  
NAYES: NONE

ABSENT: VAN MILLER, ROBERT PORTER, MIKE RAIKES

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 5:32 p.m.

JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO RESUME REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

The Board resumed regular session at 5:50 p.m.

President Koos stated that no action was taken in closed session.

VII. President's Report

President Koos stated that there was a very nice turnout at the Director's Reception, and thanked the Trustees that were able to attend.

VIII. Director's Report

Director Hamilton stated that Farnsworth Group will be attending the Department Manager meeting tomorrow to report on the Building Program of Spaces, and to distribute a draft of the document.

Director Hamilton stated that each of the Trustees should have received an invitation to the City of Bloomington Appreciation Reception for those that serve on City Boards.

Director Hamilton stated that Jim Karch, Director of Public Works, shared with her that a temporary structure may be erected on the property south of the Library. She added that he reassured her that this would be a temporary structure, and the plan is still for the Library to be able to expand south.

Director Hamilton shared that National Library Card Signup is this month, and the Library is offering giveaways for new Library cards or renewals. She added that it is going really well, and looking at the numbers so far for this month, the number of new cards for September should be higher than our monthly average. She entertained questions.

IX. Fiscal Report presented by Kathy Jeakins, Business Manager

Kathy Jeakins was not in attendance.

Director Hamilton reported that expenditures were at about 33% at the end of August. She went on to say, that a Property Tax Distribution should be received this month, and then another should be received in November.

Director Hamilton shared that she and Kathy Jeakins are starting to work on the budgets for FY18. She entertained questions.

X. Committee Reports and Discussion

A. Budget & Personnel

1. Robert Porter, Chair, Report on Committee Business

Robert Porter was not in attendance.

Director Hamilton shared that a Budget & Personnel Committee Meeting will need to be set for October to review the budgets, so that they may be presented to the full Board at the October 18 Board Meeting.

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

**1. Julian Westerhout, Chair, Report on Committee Business**

Julian Westerhout reported that the Committee met on September 8. He went on to say that Alex Cardona was in attendance in order to share the progress of the Bookmobile Ad Hoc Committee so that the 3 P's Committee could continue with this work.

Director Hamilton shared that she, Laura Golaszewski and Rhonda Massie will be meeting to come up with talking points for Trustees and staff in the event that someone should have questions on the bookmobile routes. She went on to say that a staff committee is being formed to conduct in depth research on bookmobile stop locations and schedule.

Laura Golaszewski shared that after the input received from the 3 P's Committee members, there were some changes made for the next Bookmobile schedule. She went on to say that a stop has been added by Sunnyside Park in order to catch the after school crowd at the Boys & Girls Club. Laura stated that the stop at Turnberry Village is not going to be cancelled as the visitor numbers have come up, so hopefully that trend will continue. She continued, stating that a stop will be added at Beich Road and at Grandview Estates, which was requested.

A map reflecting these changes was distributed to the Trustees.

Julian stated that the Bookmobile is just one part of Outreach services offered by the Library to the community, such as Home Delivery and Deposit Collections. He went on to say that these services are predominantly in the center and west areas of Bloomington.

There was some discussion on the schedule and stops.

**2. Recommend Approval of Committee Guidelines Worksheet**

JULIAN WESTERHOUT MOVED, NO SECOND NEEDED, TO APPROVE THE COMMITTEE GUIDELINES WORKSHEET. THE MOTION CARRIED UNANIMOUSLY.

**3. Recommend Approval of Nomination of Officers Procedures**

JULIAN WESTERHOUT MOVED, NO SECOND NEEDED, TO APPROVE THE NOMINATION OF OFFICERS PROCEDURES DOCUMENT. THE MOTION CARRIED UNANIMOUSLY.

**4. Recommend Approval of Proposed Revisions to Bylaws**

JULIAN WESTERHOUT MOVED, NO SECOND NEEDED, TO APPROVE REVISIONS TO BYLAWS. THE MOTION CARRIED UNANIMOUSLY.

XI. New Business

A. Approval of 2017 Meeting Dates

JULIAN WESTERHOUT MOVED, WHITNEY ROBERSON SECONDED, TO APPROVE 2017 MEETING DATES. THE MOTION CARRIED UNANIMOUSLY.

XII. Comments from Board of Trustees

Alicia Henry stated that she appreciates staff for the additional stops and change of times for some stops of the Bookmobile, and their continued effort on this.

XIII. Adjournment

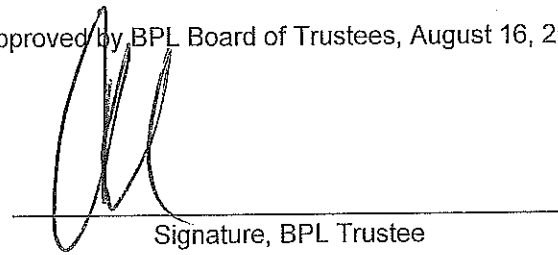
ALEX CARDONA MOVED, JULIAN WESTERHOUT SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:16 p.m.

# APPROVAL OF BILLS

## BILLS LIST

Approved by BPL Board of Trustees, August 16, 2016



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Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	18,875.97
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	475.00
Bibliothecca ITG	Computer Supplies	2,462.00
Bibliothecca ITG	Office/Equipment Mtnc	25,622.00
Bill's Key & Lock Shop	Building Maintenance	395.28
Bloomington Normal Community Bells	Other Purchased Services	75.00
Bloomington Rotary Club	Membership Dues	300.00
Blue Beacon International, Inc.	Vehicle Maintenance	44.00
Bridgeall Libraries, Ltd.	Office/Equipment Mtnc	14,425.00
Bridgeview Public Library	Miscellaneous Expenses	27.99
Carroll, Robert	Travel	10.80
Cengage Learning	Adult Books	70.52
Chicago Tribune	Periodicals	481.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	835.98
City of Bloomington	FICA	11,820.17
City of Bloomington	Gas/Diesel Fuel	217.50
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	22,445.62
City of Bloomington	IMRF	21,330.25
City of Bloomington	Life Insurance	256.27
City of Bloomington	Medicare	2,764.51
City of Bloomington	Payroll	192,339.39
City of Bloomington	Vision Insurance	192.60
Comcast	Telecommunications	102.85
Cummins Mid State	Vehicle Maintenance	383.40
Cumulus Broadcasting	Advertising	965.00
Custom Digital Imaging	Other Purchased Services	805.16
Dell Marketing, L.P.	Computer Supplies	7,751.98
Findaway World, LLC	AV Materials	1,007.99
Frontier	Telecommunications	1,527.43
Hamilton, Jeanne	Other Purchased Services	1,485.00
Horine's Pianos Plus	Other Purchased Services	125.00
Illinois Heartland Library System	Office/Equipment Mtnc	20,974.74
Ingram Distribution	Adult Books	59.61
Jerseyville Public Library	Miscellaneous Expenses	23.95
Kone, Inc.	Building Maintenance	410.00
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	141.99

Midwest Tape	A/V Materials	159.91
Miller Janitorial Supply	Janitorial Supplies	440.54
Neuhoff Family	Advertising	375.00
NewsBank, Inc.	Public Access Software	14,720.00
Nicor/Northern Illinois Gas	Natural Gas	2,188.34
OfficeMax	Miscellaneous Expenses	159.23
OfficeMax	Office Supplies	117.51
Peek-A-Book, LLC	Public Access Software	1,195.00
Penguin Random House, LLC	A/V Materials	78.75
Pilot Media	Advertising	300.00
Proquest, LLC	Public Access Software	2,470.00
Recorded Books, Inc.	A/V Materials	280.93
Ricoh, USA, Inc.	Rentals	2,209.00
Ron Smith Printing Co.	Printing/Binding	472.50
Screen Vision Media	Advertising	1,096.00
Tri-County Irrigation & Plumbing, Inc.	Building Maintenance	59.98
Unique Management Services, Inc.	Other Purchased Services	375.90
Weber Electric	Building Maintenance	218.73
Widmer Interiors	Office Supplies	1,250.00
Wilson, Emily	Travel	5.40
VISA - Amazon Marketplace	A/V Materials	428.93
VISA - Amazon Marketplace	Office Supplies	25.77
VISA - Amazon Marketplace	Vehicle Maintenance	33.86
VISA - Amazon.com	A/V Materials	415.92
VISA - Amazon.com	Adult Books	48.00
VISA - Amazon.com	Building Mtn Supplies	299.55
VISA - Amazon.com	Computer Supplies	21.83
VISA - Automotive Workwear, Inc.	Uniforms	68.67
VISA - Badge A Minit	Other Purchased Services	159.95
VISA - Baker & Taylor Books	A/V Materials	8,851.25
VISA - Baker & Taylor Books	Adult Books	10,356.12
VISA - Baker & Taylor Books	Children's Books	8,154.29
VISA - Best Buy	Other Purchased Services	239.96
VISA - Comcast	Telecommunications	102.85
VISA - Concord Custom Cleaners	Other Purchased Services	9.73
VISA - Facebook	Advertising	48.51
VISA - Five Star Water	Miscellaneous Expenses	83.10
VISA - GameStop	A/V Materials	1,161.72
VISA - GameStop	Other Purchased Services	278.79
VISA - Getz Fire Equipment	Building Maintenance	522.50
VISA - Hobby Lobby	Other Purchased Services	80.87
VISA - Home Depot	Other Purchased Services	20.94
VISA - Illinois Library Association	Membership Dues	75.00
VISA - Ingram	Adult Books	120.90
VISA - McLean County Chamber of Commerce	Membership Dues	600.00
VISA - Meijer	Other Purchased Services	30.97
VISa - National Seminars/Padgett Thompson	Professional Development	349.00
VISA - Office Depot	Computer Supplies	59.98
VISA - Office Depot	Library Supplies	73.45
VISA - Office Depot	Miscellaneous Expenses	66.57
VISA - Office Depot	Office Supplies	130.73
VISa - OSF St. Joseph Medical Center	Professional Development	20.00
VISA - Pinnacle Door	Building Maintenance	776.25
VISA - Portillos Hot Dogs	Professional Development	17.48
VISA - Regional Help Wanted.com	Advertising	264.00

VISA - Scholastic, Inc.	Other Purchased Services	223.50
VISA - Shell Oil	Gas/Diesel Fuel	39.41
VISA - Sprint	Telecommunications	562.06
VISA - Target	Other Purchased Services	64.27
VISA - USBorne Books	Children's Books	51.97
VISA - Vitamin Shoppe	Other Purchased Services	32.39
VISA - Wal-Mart	Janitorial Supplies	162.51
VISA - Wal-Mart	Miscellaneous Expenses	4.98
VISA - Wal-Mart	Office Supplies	40.55
VISA - Wal-Mart	Other Purchased Services	151.20
VISA - Windstream	Telecommunications	115.43
VISA - Yolks & Berries	Professional Development	14.67
Total		421,253.44

## **Bloomington Public Library**

### **Nomination of Officers**

The Bylaws specify that there “shall be a President, a Vice-President, a Secretary and a Treasurer,” and that “the Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Trustees, including self-nominations.”

The following procedures are in place to satisfy the requirements of the Bylaws.

1. The President shall select a Nominating Committee of three members from the Board of Trustees at least two months prior to the end of the fiscal year.
2. The Nominating Committee shall solicit interested Trustees for the officers of the Board.
3. The Nominating Committee shall present a slate of officers at the April meeting. The Board will vote to elect the slate of officers at that meeting.
4. The new officers will take office at the first meeting of the new fiscal year.

Approved September 20<sup>th</sup>, 2016



## **Bloomington Public Library**

### **Committee Appointments**

Each trustee will be asked to serve on one or more of the Board committees. The President will review and make appointments annually. Trustees may volunteer to serve on the committee/committees that interest them. The President will select and announce the Chair and members of each committee at the first meeting of the fiscal year.

Ad hoc committees may be created by the President at any time and charged with such responsibilities as the President deems appropriate. These ad hoc committees will be reviewed by the President annually to evaluate if they have accomplished their charge and if they are still needed.

### **Committee Operations**

Each Committee Chair will contact the Library Director or their designee one week prior to setting a committee meeting date to prepare a Committee Meeting Agenda. Each Committee Chair will approve the Committee Meeting Agenda and all supporting documents no later than three business days prior to the Committee Meeting Date. The Director or designee will send the agenda and supporting documents to all Committee Members and the President, and make proper notice of the Committee Meeting as required by the Illinois Open Meetings Act (5 ILCS 120).

Any Trustee may attend any Committee Meeting, but nonmembers of the committee may not vote and may participate in discussion with recognition of the chair.

The Director or designee will record minutes of each Committee Meeting, which shall be subject to approval at a subsequent Committee Meeting. Minutes approved by a Committee will be placed in a subsequent meeting packet of the Board of Trustees for information and to be placed on file.

Each Committee Chair will provide a written or verbal report on the work of their respective committee at each meeting of the Board of Trustees.

Approved September 20<sup>th</sup>, 2016

# BYLAWS OF THE BLOOMINGTON PUBLIC LIBRARY

## BOARD OF TRUSTEES

Adopted June 19, 1973

- a. The regular meeting of the Board of Trustees of the Bloomington Public Library shall be held each month, the date and hour to be set by the Board at the first regular meeting of the Board each fiscal year. All meetings of the Board of Trustees are open to the public as provided in Illinois Open Meetings Act (5 ILCS 120).
- b. Special meetings may be held at any time at the call of the President, the Vice-President, or any two members of the Board, provided that it complies with the Illinois Open Meetings Act (5 ILCS 120).
- c. A quorum at any meeting shall consist of a majority of the members of the Board.
- d. The Officers of the Board of Trustees shall be a President, a Vice-President, a Secretary, and a Treasurer. Each fiscal year, they shall be elected at the last regular meeting of the Board of Trustees and shall serve one year terms, or until their successors are elected.
- e. The President shall preside at all meetings of the Board, appoint all committees, serve as ex-officio on all committees, serve as the only board spokesperson to staff, and perform such other duties as are normally associated with the office or may be assigned by the Board. The President may ask the Mayor to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings.

In the absence of the President, Trustees shall preside in the following order: Vice-President, Secretary, Treasurer, and finally the Trustee with the most seniority.  
The Secretary, or designee, shall create the written minutes of the Board meetings including closed session and committees, call the roll and record votes.

The Treasurer shall serve as the chair of the Budget and Personnel Committee, review the budget and shall have such other duties as may be assigned by the Board.

The Library Director shall issue notice of all meetings, to include minutes of the prior meeting, the agenda to be discussed at the proposed meeting, and any reports essential to consideration of the agenda.

- f. Committees: The President shall appoint such committees before the first regular meeting of the Board each fiscal year and as needs arise, charging them with such responsibilities as are deemed appropriate. The three standing committees are the Budget and Personnel Committee, the Planning, Policy and Programs Committee (3 P's) Committee, and the Nominating Committee. Ad hoc committees may be formed as needs arise.
  - The Budget and Personnel Committee is chaired by the treasurer and is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director, annually.

- The 3 P's Committee is charged to work with staff 1 )to develop the short-term and long-term plans for the Library; 2) to periodically review Library policies; and 3) to review-and assess the Library's balance of programs.
- The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Trustees, including seeking self-nominations.

Committees shall meet and discuss at the direction of the Board.

- g. The Board is responsible for hiring and employing a Library Director who oversees the operations of the Library. Six affirmative votes shall be required to hire and/or fire the Library Director.
- h. Order of Business: the order of business at all regular meetings of the Board shall be determined by the Board.
- i. Robert's Rules of Order Revised shall govern the parliamentary procedure of the Board except as specified herein.
- j. All regular and special meetings of the Board shall comply with the Illinois Open Meetings Act (5 ILCS 120/2(c)).

All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

Trustees may attend and participate in meetings of the Board by telephone subject to the following limitations:

- 1) The minimum qualifications specified by the Open Meetings Act are met.
- 2) The Trustee notifies the appropriate Library Staff at least two hours prior to the scheduled meeting start time.

Closed sessions shall be recorded and such recordings shall be preserved for at least eighteen months after the meeting and shall only be destroyed after the Board has approved the written minutes of the closed session and the destruction of the particular recordings.

- k. Library Board Trustees are expected to adhere to the following ethical precepts (originally created as the ALA Ethics Statement for Public Library Trustees):
  - 1) Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
  - 2) Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
  - 3) It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
  - 4) Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
  - 5) A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

- 6) Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
  - 7) Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.
- I. Amendments to the bylaws may be proposed by any member of the Board of Trustees. Amendments shall be presented to the Board of Trustees in writing at least thirty days prior to a vote being taken for their adoption. Amendments to these bylaws shall become effective upon the affirmation of a two-thirds majority of those present and entitled to vote at a properly convened meeting of the Board of Trustees.