

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, August 21, 2018

5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:30
- II. Roll Call
Trustees present: John Argenziano, Alicia Henry, Kiasha Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Trustees absent: None

Others present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
There were no guests present.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout stated that he and Director Hamilton met with new City Manager, Tim Gleason, about presenting to City Council on a library expansion. Tim Gleason has requested that the Board hold off on presenting to Council, to give him more time to get more informed about things. Along with this, Tim stated that the Board would be able to present by the end of September or move forward.
President Westerhout shared that Dianne Hollister has proposed making more visits to libraries that have gone through a recent expansion process. Since the presentation to Council has been pushed back, these visits will be put on hold for now. Anyone interested in doing this in the future, should contact Dianne Hollister or him.
President Westerhout stated that in looking at the Director and Manager reports, that it is clear that all are focused on achieving the goals. He went on to say that the Director and staff are doing a great job in addressing specific programs to meet specific goals.
- VI. Director's Report
Director Hamilton shared the unofficial Summer Read numbers, which were up in all categories. Completed logs for children went from 3,174 to 3,411, teens from 482 to 544, and adults from 526 to 584.

Director Hamilton passed around the information on the Illinois Library Association Trustee Day that is being held on October 11, in Peoria, and the early bird registration is September 10. She continued by saying that anyone that is interested, should let her know.

Director Hamilton stated that every two years the bylaws are reviewed, which usually goes before the 3 P's Committee, and then any considered revisions go to the full Board for approval. She asked the committee members if they prefer to do this in September or October. There was discussion, and the consensus was to review the bylaws in September, so the meeting will be held on Thursday, September 6 at 5:30 p.m.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, stated that at the end of July, we are 25% of the way through the year. Kathy explained that the figures for the total for Interest on Investments were not available at the time of the report so that actual interest received is higher than what is reflected in the report. She entertained questions.

VIII. Consent Agenda

A. Approve Minutes of July 17, 2018 Regular BPL Board Meeting

B. Approve Bills List of July 2018

Kiasha Henry moved, Matt Watchinski seconded, to approve the consent agenda. The motion carried unanimously.

IX. Action Items

A. Approve Innovative Interfaces, Inc. Contract & Authorize Payment for the Library's Integrated Library System Based on the Competitive Bid Process

Director Hamilton stated that she continues to be pleased with the interactions with Innovative Interfaces. She had asked the City Legal Department to review the proposed contract, and Innovative agreed to almost all of the changes to the contract that were requested. She shared that the Legal Department was surprised that Innovative made the requested changes as that does not usually happen. Also, that the contract really was favorable from the beginning. Director Hamilton shared that originally, Innovative had proposed an up to 5% increase each year, and she was able to negotiate with them for an up to 2.5% increase each year. She went on to say that there are a lot of positives with this system, and the time is right for this, since there are no other big projects happening right now.

Matt Watchinski moved, Van Miller seconded, to approve the Innovative Interfaces, Inc. contract and authorize payment for the Library's Integrated Library System for up to \$119,355.32 for year one, up to \$66,606.00 in year two, and up to \$68,271.00 in year three.

Ayes: John Argenziano, Alicia Henry, Kiasha Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: None

The motion carried unanimously.

B. Approve Waiving the Three Quote Requirement for Purchase of Server for Integrated Library System

Director Hamilton shared that this is a required item for the system as the current server does not meet the needs for this. She went on to say that three servers are actually needed, and this request is just for this one, the other two price points will be below the threshold that comes to the Board.

Van Miller moved, Kiasha Henry seconded, to waive the three quote requirement and approve the purchase of the server from Dell for Integrated Library System in the amount of \$18,999.42.

Ayes: John Argenziano, Alicia Henry, Kiasha Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: None

The motion carried unanimously.

C. Approve Fixed Asset Budget Amendment FY19-01

Director Hamilton stated that this agenda item is related to the previous two agenda items as the new Integrated Library System qualifies as a fixed asset in year one, so an adjustment is being made to the budget, along with a few others. She went on to say that the money is available in the Fixed Assets Funds Balance.

John Argenziano moved, Alicia Whitworth seconded, to approve Fixed Asset Budget Amendment F419-01 as presented.

Ayes: John Argenziano, Alicia Henry, Kiasha Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: None

The motion carried unanimously.

D. Review and Approve Maintaining Confidentiality of Executive Sessions Minutes

Director Hamilton stated that twice a year, the Trustees are to review the Executive Session Minutes, and decide whether to maintain confidentiality. She went on to say that she has reviewed the table of contents for the Executive Session Minutes and passed it around for review by the Trustees. Director Hamilton stated that typically it is suggested that the Executive Session Minutes are not released if they cover employee performance. Director Hamilton stated that the majority of the Executive Session Minutes are on the topic of employee performance and the topic of reviewing executive session minutes. It was her recommendation that the Trustees either approve maintaining the confidentiality of all the minutes or to release only the minutes discussing previous minutes. There was some discussion on this.

Dianne Hollister moved, Alicia Whitworth seconded, to review and approve maintaining confidentiality of Executive Sessions Minutes. The motion carried unanimously.

X. Discussion Items

A. Library Expansion

President Westerhout stated that there is really nothing to talk about at this point as the Board has been asked by the City Manager to hold off on presenting to Council. There was some discussion on this.

B. Review Board Packets and Policies Postings

Director Hamilton reviewed that the posting of the Board packet on the Library website began in 2014 or 2015. The packet is posted on the website along with the agenda and remains posted until after the Board meeting, when the approved minutes are posted. Director Hamilton shared that along with this, staff had been directed to not include draft minutes in the posted packet. She asked if the Trustees would like the packets to remain on the website for a year, and if they would like to continue the practice of not including the draft minutes in the packet. There was discussion on this, and the consensus was to continue to post the packets (sans minutes) each month and leave them on the website for a year.

Director Hamilton stated that we currently do not have Library policies available on the website. She went on to say that in the past, the Library has been encouraged by Board members to not post them, but she thinks that these should be posted so that the Library is more transparent. There was agreement on this from the Trustees.

XI. Comments from Board of Trustees

Kiasha Henry stated that she was impressed with the new public computers in the Children's Department.

Dianne Hollister congratulated staff on the success of summer reading. She stated that she is really impressed with the fact that the Library will be having Steve Vogel presenting in November. Dianne shared that she is really anxious to hear feedback from staff after Polaris, the new Integrated Library System, is in place.

Alicia Whitworth commented on the fact that the Library's circulation numbers surpass Peoria's circulation numbers with all their branches. She really would like to see a promotional piece done in the Pantagraph or some other medium about the Library circulation numbers surpassing Peoria's.

Susan Mohr stated that the new glossy, color program guide looks really good.

The Trustees complimented Jim Lovell, Graphic Designer on his work on the program guide. Dianne Hollister shared that Champaign and Urbana libraries are now doing automatic renewals and wondered if that was something considered for this library. President Westerhout stated that this is definitely something to discuss further and can be a discussion item for the September meeting.

XII. Adjournment

Dianne Hollister moved, Van Miller seconded, to adjourn the meeting. The motion carried unanimously.

President Westerhout adjourned the meeting at 6:20 p.m.