

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, November 15, 2022
5:30 p.m.

Osborn Room
Bloomington Police Department
305 S East St, Bloomington, IL 61701

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:32 p.m.
- II. Roll Call
Trustees Present: John Argenziano (arrived 5:37 p.m.), Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Trustees Absent: Susan Mohr

Others Present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
There were no public present.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout shared that a small, public library in Wisconsin contacted him recently. They shared with him that they are responsible for fund raising for almost 50% of their operating budget every year and have to request funds from the City and County for the other 50%.
President Westerhout stated that he is impressed with the strong usage statistics despite the reduced space. He went on to say that this demonstrates great outreach and hard work of staff.
- VI. Director's Report
Jeanne Hamilton shared that Michelle Cope, Outreach Librarian, received a YWCA Women of Distinction award, which is a huge honor.
Jeanne stated that a quarterly update on her goal progress in this month's Director's Report, shows that quite a bit has been accomplished so far.
- VII. Fiscal Report Presentation
Kathy Jeakins, Business Manager, reported that through the end of October, both revenues and expenditures should be at 50%. She went on to say that one more Property Tax distribution should be received at the end of November or early December. Kathy shared that the quarterly donations report was included in the packet. She entertained questions.

VIII. Consent Agenda

A. Approve Minutes of October 18, 2022 Regular BPL Board Meeting

B. Approve Bills List of October 2022

MATT WATCHINSKI MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

IX. Approval Items

A. Approve Revised FY24 Maintenance & Operating Budget

President Westerhout stated that last month, the Board reviewed and approved the budget for FY24 which included a slight increase in the tax rate. Now, the City Council has asked for a flat tax rate for this next fiscal year. He went on to say that he and Jeanne have discussed this and think that the wise choice for the library will be to reconfigure the budget to bring it down a little bit to present to Council next week.

Jeanne Hamilton shared that other entities are asking for a flat tax rate, so in best interest, just go with the flow and hold tight. She went on to say that the budget was tightened in a number of areas, so not just one line item took the hit. She touched on a few line items that were impacted.

Jeanne shared that she and Kathy Jeakins added a snapshot of the budget with all of the construction costs removed to show the true operating budget.

There was some discussion on this.

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE REVISED FY24 MAINTENANCE & OPERATING BUDGET.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nays: None

Absent: Susan Mohr

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Letter of Intent to Work with Straight Up Solar

Jeanne Hamilton shared that this was discussed last month, and it was agreed that a structural study of the roof should be conducted by the engineers, and this is being done. She went on to say that Straight Up Solar has a lot of experience working with non-profit organizations and will assist us in the application process. Jeanne stated that if we get approved for the Illinois Solar for All Program and decide to pull out of this project, we would be responsible for expenses of up to \$7,500. She went on to share other details of the process.

Jeanne stated that there are other vendors that she can reach out to, to see if all of the have the same guidelines.

There was some discussion on this, and it was decided to table this until Jeanne is able to present more information at the December Board meeting.

DIANNE HOLLISTER MOVED, ALICIA WHITWORTH SECONDED, TO TABLE APPROVING LETTER OF INTENT TO WORK WITH STRAIGHT UP SOLAR. THE MOTION CARRIED UNANIMOUSLY.

C. Approve Change Order for Additional Cameras

Jeanne Hamilton shared that in looking at the drawings that there were no cameras in the stairwells, and we thought these would be important to have in place.

MATT WATCHINSKI MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE CHANGE ORDER FOR ADDITIONAL CAMERAS UP TO \$13,414.00.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nays: None

Absent: Susan Mohr

THE MOTION CARRIED UNANIMOUSLY.

D. Approve Change Order for Additional Floor Power Boxes

Jeanne Hamilton shared that as we are moving more into the furniture plans, it was discovered that additional power was needed at the public service desks.

MATT WATCHINSKI MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE CHANGE ORDER FOR ADDITIONAL FLOOR POWER BOXES UP TO \$12,866.53.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nays: None

Absent: Susan Mohr

THE MOTION CARRIED UNANIMOUSLY.

E. Approve Change Order for Additional Door Access Control

Jeanne Hamilton shared that this change order adds 12 door access controls that were originally cut due to budget concerns. As the funding has come along, these access controls seem feasible cost-wise. They will add more security to the building and allow for less keys being distributed to staff. It is cheaper to add the access controls now rather than after the building is complete.

There was discussion on this.

MATT WATCHINSKI MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE CHANGE ORDER FOR ADDITIONAL DOOR ACCESS CONTROL UP TO \$43,268.00.

Ayes: John Argenziano, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nays: Alicia Henry

Absent: Susan Mohr

THE MOTION CARRIED.

X. Discussion Items

A. Library Expansion and Capital Campaign

Jeanne Hamilton encouraged the Trustees to take a look at the library from this meeting room as the building is opened up on the west and north. She went on to say that we have been dealing with colder temps in the building with things opened up. Along with this, we have been dealing with some leaks with the melting snow as the roof is opened up over the construction area. Jeanne shared that we have been working with Felmley-Dickerson staff to remedy both of these issues.

Jeanne shared that funding is going really well and we are still working with donors. She went on to say that she is working to get contact information for other local businesses that may be interested in partnerships.

B. Per Capita Grant Requirements

Jeanne Hamilton shared that she made notes in the chapters about our local practices. She went through the highlighted items with the Trustees.

Jeanne shared that the Illinois Library Association is responsible for creating this and as part of her presidency last year, she proposed to the Board to develop a standing committee to review these standards and create a website format. She went on to say that she plans to be on the inaugural committee that revises the whole thing.

XI. Comments from Board of Trustees

There were no comments from Board Trustees.

XII. Adjournment

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:32 p.m.