

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, March 16, 2021
5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting took place virtually, via ZOOM as well as in the William C. Wetzel Room at the Bloomington Public Library.

William 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 p.m.
- II. Roll Call
Trustees Present via Zoom: Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Trustees Absent: John Argenziano, Van Miller

Others Present via Zoom: Katie Gandhi, Kathy Jeakins

Others Present in Person: Jeanne Hamilton, Caprice Prochnow
- III. Recognition of the Library's Census 2020 efforts
President Westerhout shared his screen, that showed a certificate from the U.S. Census Bureau that thanked the efforts of the Bloomington Public Library in promoting the census for the community. Julian went on to say, that he wanted to thank Katie Gandhi, Adult Services Librarian, and Michelle Cope, Outreach Library Associate, who spearheaded these efforts.
Katie Gandhi shared that she and Michelle took turns attending the McLean County Complete Count Census Coalition, which included representatives from many social service agencies, City of Bloomington, Town of Normal, and the McLean County Regional Planning Association. She went on to say that they determined how they could help in outreach efforts with other organizations in town, as well as, working with the Marketing Department to promote the Census through the library. Along with this, there was a representative from the Census Bureau that was staged in the library to assist folks with filling out the census form.
President Westerhout stated that the census completion rate for this region was above the national average, which was due to their efforts as well as the other entities involved. He thanked Katie for all of her efforts on this.
- IV. Introduction of Public
President Westerhout introduced Katie Gandhi, Adult Services Librarian.

V. Public Comment
There were no public comments.

VI. Work Session with Architects: Engberg Anderson
Jeanne Hamilton stated that there must have been some miscommunication about Joe Huberty being in the meeting. Jeanne will cover the topic under agenda item XII.A.

VII. President's Report
President Westerhout shared that he and Jeanne participated in an Illinois Library Association Trustee Forum Panel this past Saturday. They were on a panel of Directors and Trustees representing three different libraries from Illinois. The discussion was on COVID and the effect of this on library operations. He went on to say that it was interesting to see the different approaches and different levels of trust in library staff of Boards around the State.

Julian shared that he is keeping an eye on the Mayoral race in Bloomington. He went on to say, that in contacting candidates, they seem to be on board with the library expansion.

Julian stated that a reminder email was sent by Catrina Parker, Chair of the Budget & Personnel Committee, about getting the Director's Performance Reviews turned in.

Julian shared that Catrina is running for a position as Heartland Community College Trustee.

A. Appoint Nominating Committee

President Westerhout will be appointing a Nominating Committee via email.

VIII. Director's Report
Jeanne Hamilton shared that library staff were excited to learn that Sangamon County has determined library workers are eligible for the COVID vaccine at their statewide site.

Jeanne stated that the library is working with the City and an organization in town, called the Jule Foundation, that works with disadvantaged youth. She went on to say, that this summer, a seasonal position will be reserved specifically for one of these students and will be treated as a mentorship program.

Jeanne shared her screen, which showed a photo of the bookmobile with the new rope lighting installed to illuminate it for better safety on stops.

IX. Fiscal Report Presentation
Kathy Jeakins, Business Manager, reported that the budget should be at 83% through the end of February. She went on to say that Revenues are still above where they should be and Expenditures are still underspent at 74%. Kathy shared that the Book Shoppe collected over \$2,000 for the month of February. She went on to say that through the end of February, over \$300 in donations had been received as a memorial to Judy Markowitz. She entertained questions.

X. Consent Agenda

A. Approve Minutes of February 16, 2021 Regular BPL Board Meeting

B. Approve Bills List of February 2021

ALICIA WHITWORTH MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE CONSENT AGENDA.

Ayes: Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: John Argenziano, Van Miller

The motion carried unanimously.

XI. Approval Items

A. Approve FY22 Salary Ranges for Non-union Employees

Jeanne Hamilton shared that this proposal reflects a 1.3% increase, the Social Security Cost of Living Adjustment rate. She went on to say, this chart just reflects the ranges for each job classification, not necessarily the people in these positions.

ALICIA WHITWORTH MOVED, SUSAN MOHR SECONDED, TO APPROVE FY22 SALARY RANGES FOR NON-UNION EMPLOYEES.

Ayes: Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: John Argenziano, Van Miller

The motion carried unanimously.

B. Approve Revised Personnel Handbook

Jeanne Hamilton shared that the last major revision to the personnel handbook was in 2009. She went on to say that this is a complete revamp, with a more modern look, more logical with the grouping, and easier to read. Jeanne stated that language was clarified, all policies were rolled into one place, and details about employment laws were included. Jeanne shared that she and Gayle Tucker, Human Resources Manager, did a lot of the work together as well as working with HR Source legal consultants. Jeanne stated that the 3P's Committee, Department Managers, and the Union reviewed the document. She and Gayle met with the Union and answered questions and addressed their concerns.

ALICIA WHITWORTH MOVED, SUSAN MOHR SECONDED, TO APPROVE REVISED PERSONNEL HANDBOOK.

Ayes: Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: John Argenziano, Van Miller

The motion carried unanimously.

XII. Discussion Items

A. Library Expansion and Fundraising

Jeanne shared that Rhonda Massie, Marketing Manager, who is helping with the fundraising, just attended a capital campaign workshop at Indiana University - Purdue University Indianapolis. One of the things she came away with, was to put together a gift range chart, which is an outline of how many gifts that you need at each level.

Jeanne stated that Mary Ann Webb and Rich Beal, Foundation Board members, have both agreed to chair the campaign. She went on to say that they are very well connected in the community and can really encourage community members to donate.

Susan Mohr shared some information on Neighborly Municipal Bonds for Jeanne to explore further.

Jeanne shared that the architects really want the Trustees to think about design elements that will help them as they work on an interior design piece that sings Bloomington. The Trustees shared ideas with Jeanne to pass along to the architects.

B. Reminder of Library Director's Annual Performance Review

Catrina Parker reminded the Trustees that the reviews are to be submitted by Friday, March 19.

XIII. Comments from Trustees

Dianne Hollister gave a shout out to Melissa Robinson, Children's Services Manager, for gathering books for her for a book talk that she does for a community organization here in town for the Children's Choice Award.

Susan Mohr shared that the Board should not switch up the President position mid-stream on this whole expansion process.

XIV. Adjournment

DIANNE HOLLISTER MOVED, CATRINA PARKER SECONDED, TO ADJOURN THE MEETING.

Ayes: Alicia Henry, Dianne Hollister, Susan Mohr, Katrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: John Argenziano, Van Miller

The motion carried unanimously.

President Westerhout adjourned the meeting at 6:04 p.m.