

BLOOMINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

Tuesday, June 15, 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: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout  
  
Trustees Physically Present: None  
  
Trustees Absent: None  
  
Others Present via Zoom: Kathy Jeakins, Ruth Novosad  
  
Others Physically Present: Jeanne Hamilton, Caprice Prochnow
- III. Introduction of Public  
President Westerhout acknowledged that Ruth Novosad, President of the Golden Prairie Public Library District, as being present via Zoom.
- IV. Public Comment  
There were no public comments.
- V. President's Report  
President Westerhout reported that he and Jeanne had a meeting last week, regarding the expansion and future Board meeting plans. He stated that they feel reasonably confident that they are still on track, and this will be discussed later in the meeting.
- VI. Director's Report  
Jeanne Hamilton stated that the new website did go live the day after the last Board meeting, and everything went very well.

Jeanne shared that the Per Capita Grant has been included in the Secretary of State's budget at \$1.475 per capita, which is an increase. Along with this, a bill has been passed, that the higher rate is authorized in the actual Statutes as well.

Jeanne shared that there has been an increase of traffic in the library, but still very manageable. She went on to say that the door count for the first day of Summer Reading was 989, and since then it has averaged mostly between 500 – 700 visitors.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that the final fiscal report for FY21 contains unaudited figures. She went on to say that revenues were at 97.5% and expenditures were a little over 90%. Kathy pointed out that for FY22 the first property tax distribution was received, which was a little over \$376,000. She went on to say that in early June another distribution was received, which will be reflected on next month's report. She entertained questions.

VIII. Consent Agenda

A. Approve Minutes of May 18, 2021 Regular BPL Board Meeting

B. Approve Bills List of May 2021

CATRINA PARKER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE CONSENT AGENDA.

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

Nayes: None

Absent: None

The motion carried unanimously.

IX. Approval Items

A. Waive the Competitive Bid Process and Approve the Annual OCLC Service Renewal from Illinois Heartland Library System

Jeanne explained the OCLC service is what facilitates the interlibrary loans and also the catalog records. She went on to say that OCLC really is the only service that provides worldwide interlibrary loan service and it is the primary source for the cataloging feature. Jeanne shared that the State Library does all of the price negotiating, dependent upon the size of library. She went on to say that we have very reasonable pricing for this, in comparison to some other libraries.

MATT WATCHINSKI MOVED, SUSAN MOHR SECONDED, THAT THE COMPETITIVE BID PROCESS BE WAIVED, AND THE LIBRARY DIRECTOR AUTHORIZE PAYMENT FOR OCLC SERVICE TO ILLINOIS HEARTLAND LIBRARY SYSTEM IN THE AMOUNT OF \$25,076.12.

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

Nayes: None

X. Discussion Items

A. Sexual Harassment Training for Trustees

Jeanne shared that the Trustees approved the policy in March, when the Personnel Handbook was approved and shared her screen for the Trustees to guide them through the remainder of the annual Sexual Harassment training.

B. Library Expansion and Fundraising

Julian shared that he and Jeanne have been working with Tim Gleason, City Manager, to ensure the new Council members are informed about the library expansion details. They are also working with Tim Gleason to start the process of official City Council funding approval, planned for this Fall.

Jeanne shared that she has a meeting scheduled with Tim next week to talk a little more in depth as to what his vision of a timeline should be. She went on to say, that hopefully at the July meeting, the architects should have a very detailed cost estimate to share with the Board. This will give us a better idea of what all fits in our budget for the project. We may need to consider the possibility of some cuts.

Julian stated that should anything need to be cut, the furnishings would be the first to go. The priority would be to get the building built and furnish the spaces at a later date. Jeanne expanded on that and shared that in terms of priority, first would be the fixed pieces, secondly would be the public furniture, and staff areas would be the lowest priority.

Jeanne shared that she and Rhonda Massie have been working on the Capital Campaign timeline. They have been working on the campaign materials and have selected Mary Ann Webb and Rich Beal as the Campaign Chairs. She went on to say that the Quiet Phase will be from July 2021 – December 2021. Jeanne shared that the goal will be to raise \$1,700,000. She went on to say that the public fundraising phase for the community will occur in January 2022 and will be wrapped up by construction time in April 2022.

Jeanne shared her screen which depicted the “draft” campaign booklet, which they plan to take to donor meetings. She went on to say that the focus is on 4 words – Educate, Innovate, Collaborate, and Access. Along with this, highlighting what areas of the future library fall under those areas.

Jeanne shared the draft price points for naming a room, that start at \$10,000.

Jeanne stated that any names and connections of people that the Trustees could provide as potential donors would be greatly appreciated. She went on to say that if a Trustee has a strong connection with a potential donor, they are very welcome to participate in the meetings as well. Along with this, Jeanne asked that the Trustees donate as individuals too, as 100% support really appeals to donors.

The Trustees discussed what was presented and some suggestions were made.

Jeanne shared that she and Julian have been talking about making the Trustees more comfortable with the fundraising process. She went on to say that they have found a fundraiser, Amanda Standerfer, Director of Development & Promotion at the Urbana Free Library, who also does consulting for Boards. Jeanne stated that Amanda has a webinar that she has developed called, “Fundraising 101, Development and Fundraising, Fundamentals for Library Board Members”. She went on to say that this is a two-hour webinar and all of the Board members from the three Boards will be invited. A doodle poll will be sent to all to narrow it down to a good date and time, within the next 4 – 6 weeks.

Absent: None

The motion carried unanimously.

B. Approve the Purchase of a Replacement Disc Cleaner

Jeanne shared that the DVDs, CDs, and audiobooks do still circulate a lot and the disc cleaner really does extend the life of the discs. She went on to say that the cost for the Eco Master is much higher as it can clean 50 discs at once, where the other disc cleaners only accommodate one to three discs at a time. The recommendation is to purchase the Eco Master disc cleaner.

She entertained questions.

DIANNE HOLLISTER MOVED, ALICIA WHITWORTH SECONDED, THAT THE LIBRARY PURCHASE AND AUTHORIZE PAYMENT FOR AN ECO MASTER DISC REPAIR MACHINE TO ELM USA IN THE AMOUNT OF \$13,245.00.

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

Nayes: None

Absent: None

The motion carried unanimously.

C. Approve Non-Resident Card Fee for 7.01.21 – 6.30.22

Jeanne shared that this approval is two parts. One being to approve to participate in the non-resident fee with the tax bill method, again this year. She stated that this has gone smoothly for staff and it is much more equitable for the households as it is based on what they would actually pay if they lived in the City limits. Jeanne explained that last year, the proposal and approval inadvertently left out renters, which is the second part. There is information in the law on how to handle assessing a fee for renters. She went on to say that the minimum is 15% of a person's monthly rent or a library can devise their own formula. Jeanne stated that they are proposing that the 15% rate for renters be used.

JOHN ARGENZIANO MOVED, CATRINA PARKER SECONDED, TO APPROVE THE NON-RESIDENT CARD FEE FOR 7.01.21 – 6.30.22.

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

Nayes: None

Absent: None

The motion carried unanimously.

C. Discuss COVID-19 Response Plans

Jeanne stated that at this time, the Governor has extended the Open Meetings Act allocation for people to meet virtually and not require the physical quorum, through June 26. She went on to say that the Community Room is reserved for Board meetings, so that social distancing can still be followed. Jeanne shared with the Trustees that the normal Open Meetings Act rules dictate that a physical quorum has to be present at a meeting. She went on to say that to participate from another location, one would have to be away on business or have a medical reason for not attending in person.

XI. Comments from Trustees

Dianne Hollister asked about staff reporting possible child abuse. Jeanne stated that staff are advised that if they feel strongly about this, they can report it on their own, and the library will support them, but there is no official policy.

Dianne wanted to thank Rhonda Young, Adult Services Staff, for all of her help with making copies.

XII. Adjournment

DIANNE HOLLISTER MOVED, VAN MILLER SECONDED, TO ADJOURN THE MEETING.

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

Nayes: None

Absent: None

The motion carried unanimously.

President Westerhout adjourned the meeting at 6:22 p.m.