

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, December 19, 2017

5:30 p.m.

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

Minutes

- I. Call to Order
President Cardona called the meeting to order at 5:30 p.m.
- II. Roll Call
MEMBERS PRESENT: Alicia Henry, Dianne Hollister, Van Miller (arrived at 5:34 p.m.), Susan Mohr, Mike Raikes, Julian Westerhout, Alicia Whitworth, Alex Cardona

MEMBERS ABSENT: Kiasha Henry

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Rachel Park, Stephen Peterson, Caprice Prochnow, Gayle Tucker
- III. Introduction of Public
President Cardona acknowledged Stephen Peterson, Golden Prairie Public Library District Board President.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Cardona reported that the Levy was approved 8 – 0 at last week's Council meeting. President Cardona shared that there is a meeting tomorrow at noon at the BCPA, in which Council will be discussing the City Budget.
President Cardona shared that the Joint Committee meeting with City Council and Connect Transit will be taking place on January 16, 2018, which is our regular meeting date. President Cardona shared that a few Alderman were questioning the door count numbers, specifically that the Library averages 1,000 visitors a day. He went on to say that Director Hamilton has sent supporting documents and a visual of how the infrared door counter actually works to support the monthly figures.
- VI. Director's Report
Director Hamilton shared that the Executive Session minutes from the November 21, Board meeting are finished, and are available for review. These minutes will be on the February agenda for approval, since we are not having a regular January meeting.
Director Hamilton shared that a Legislative Breakfast sponsored by Illinois Library Association is being held in Normal on January 29, 2018 at the Normal Marriot. This is an event where legislators are invited, and Illinois Library Association lobbyists are in

attendance to review all the bills that might be affecting libraries. The Director asked the Trustees to let her know if they are interested in attending this event.

VII. Fiscal Report Presented by Kathy Jeakins, Business Manager

Kathy Jeakins reported that the expenditures are at 54.8% and revenues are at 97%. She went on to say that the last property tax distribution has been received for this fiscal year. She entertained questions.

VIII. Consent Agenda

- A. Approve Minutes of November 21, 2017 Regular BPL Board Meeting
- B. Approve Bills List of November 2017

JULIAN WESTERHOUT MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

IX. Action Items

A. Approve Renewal of Reference USA

(Presented by Rachel Park, Adult Services eResources Selector)

Rachel Park, Adult Services eResources Selector, shared that Reference USA is a database provided by Infogroup which provides reliable and verified information. They specifically have rooms of people that conduct phone verification to confirm that the information they have listed is accurate. Rachel continued by stating that they provide information on 50 million businesses and up to 300 million individuals. Along with this, the package being offered to the Library will include doctors and historical data.

Rachel shared that both Reference Staff and Marketing Staff rely on this database, businesses use it to find sales leads, partnerships or to check out the competition, job hunters find this database very useful, and it demystifies corporations by giving a snapshot of a company's earnings, number of employees, and names of key executives.

Using herself as an example, Rachel showed the Trustees the information provided by Reference USA (at no charge) compared to White Pages, along with other databases that give you minimal information, then ask for a fee for further information. Rachel took this a step further, and showed what records were correct, incorrect or questionable with all of the comparative databases. Rachel shared that Reference USA is a fairly standard resource in libraries. She went on to say that for example, Normal Public Library, Champaign Public Library, and several more libraries of this size, use this database.

Rachel entertained questions.

The Trustees were very impressed with the wealth of information that Rachel shared with them.

There was much discussion on what was presented as there were still concerns about the cost of the database being justified with the number of searches. There was consensus that this database should be promoted more to increase awareness of the database.

Director Hamilton shared that when Reference USA was approached about granting an extension period for the renewal, the Library was informed that the penalty cost for cancelling would be \$13,250.00. She went on to say that there are three options – renew this year, cancel, or renew this year and send notice of cancellation immediately for next year. Director Hamilton stated that the process of annual renewals for databases is being reviewed to be more streamlined, and make more sense when being presented for approval.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE RENEWAL OF REFERENCE USA IN THE AMOUNT OF \$10,600.00 WITH THE UNDERSTANDING THAT THE DATABASE WILL BE CANCELLED FOR NEXT YEAR.

AYES: Dianne Hollister, Van Miller, Susan Mohr, Mike Raikes,
Julian Westerhout, Alicia Whitworth, Alex Cardona

NAYES: Alicia Henry

ABSENT: Kiasha Henry

THE MOTION CARRIED.

B. Approve Competitive Bid for Property, Liability, Vehicle, Umbrella, Directors &
Officers and Workers Compensation Insurance
(Presented by the Budget and Personnel Committee)

President Cardona shared that the Budget & Personnel Committee met, and reviewed lengthy documents along with good discussion.

Director Hamilton stated that an Insurance Consultant had been hired to help with reviewing the insurance bids that were received, to make sure the proposed policies were comparable. She went on to say that a summary of the bids is included in the packet, and the recommendation of the Budget & Personnel is to approve Gallagher, which is the least expensive.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE COMPETITIVE BID FROM GALLAGHER FOR PROPERTY, LIABILITY, VEHICLE, UMBRELLA, DIRECTOR'S & OFFICERS AND WORKERS COMPENSATION INSURANCE IN THE AMOUNT OF \$29,085.00 ANNUALLY.

AYES: Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr,
Mike Raikes, Julian Westerhout, Alicia Whitworth,
Alex Cardona

NAYES: None

ABSENT: Kiasha Henry

THE MOTION CARRIED UNANIMOUSLY.

C. Approve LIRA By-laws and Membership Resolution
(Presented by Jeanne Hamilton, Director & Kathy Jeakins, Business Manager)

Director Hamilton reviewed that since Gallagher is part of a pool, it requires acceptance of the LIRA (Libraries of Illinois Risk Agency) by-laws. She went on to say that this pool was created by the Illinois Library Association which requires membership and acceptance of the membership resolution as well. So the plan is to switch to an institutional membership and the Board President be a member, and then drop the individual Trustee memberships.

MIKE RAIKES MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE LIRA BY-LAWS AND MEMBERSHIP RESOLUTION. THE MOTION CARRIED UNANIMOUSLY.

D. Approve Farnsworth Contract Amendment No. 1
(Presented by Alex Cardona, President & Jeanne Hamilton, Director)

President Cardona reviewed that at the November meeting, this was something that the Trustees had requested of Director Hamilton to have available for this meeting. He went on to say that he and Director Hamilton had a few meetings with Ed Barry from Farnsworth to discuss the additional information that would be needed by City budget time in the Spring.

Director Hamilton explained that what Farnsworth would be tasked with is delving deeper into the Study that the Library already has been given. She went on to say that concept number 2 of the Conceptual Site Plan is probably the most acceptable for the Library, but when trying to convey this to Council, there are questions on what the green space would look like and what the vision would be for this. To give Council more information on this, further study needs to be done, which is why Farnsworth was asked to provide this proposal. Director Hamilton shared that Farnsworth would present something like an overhead transparency with three different phases, which will help Council to understand. President Cardona stated that with all the differing opinions regarding what needs to happen moving forward, especially with the Joint Committee coming up and this current location. He went on to say that until the Board receives more information from City staff and then also from City Council regarding direction to change course, the best situation is to move along as we have been doing. Director Hamilton stated that it has been stressed to City staff that anything south of the Library is not under the Library's purview, but rather the City's.

President Cardona stated that to establish the agenda for the Joint Committee meeting, the plan is to establish an online confidential survey of the Boards and City Council to determine concerns and questions the attendees may have about the various proposals, including the Library expanding in its current location. He went on to say, that there will be two facilitators present at the meeting as well, one from Illinois Wesleyan University, and the other from the University of Illinois.

There was much discussion on the pros and cons of moving forward with this as to how it will drive all the perspectives on the table at this time. Since the City Council is so divided on the Library's future location, and the outcome of the Joint Committee meeting is such an unknown, perhaps a decision on this proposal should wait until after the Joint Committee meeting.

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE
FARNSWORTH CONTRACT AMENDMENT NO. 1 NOT TO EXCEED \$14,850.00
PLUS \$250 IN REIMBURSABLE EXPENSES.

AYES: Dianne Hollister, Van Miller, Alicia Whitworth, Alex Cardona

NAYES: Alicia Henry, Susan Mohr, Mike Raikes, Julian Westerhout

ABSENT: Kiasha Henry

DUE TO A TIE, THE MOTION FAILED.

MIKE RAIKES MOVED, SUSAN MOHR SECONDED, TO TABLE THIS AGENDA
ITEM UNTIL THE JANUARY SPECIAL MEETING. THE MOTION CARRIED
UNANIMOUSLY.

E. Approve a Resolution Adopting a Policy Prohibiting Sexual Harassment
(Presented by Jeanne Hamilton, Director & Gayle Tucker, HR Manager)

Director Hamilton stated that there is a new State law that Government entities have to adopt a Sexual Harassment Policy. She went on to say that the Library did have a policy, but had to be revised a bit to fit the new parameters.

ALICIA WHITWORTH MOVED, VAN MILLER SECONDED, TO APPROVE A RESOLUTION ADOPTING A POLICY PROHIBITING SEXUAL HARASSMENT. THE MOTION CARRIED UNANIMOUSLY.

F. Approve a Family Medical Leave Act Policy

(Presented by Jeanne Hamilton, Director & Gayle Tucker, HR Manager)

Director Hamilton stated that the Library never actually had a formal FMLA policy, as it was thought that it was a law, and a policy was not needed. During Union negotiations, the topic of FMLA came up, and the Library attorney advised adopting a formal policy.

VAN MILLER MOVED, MIKE RAIKES SECONDED, TO APPROVE A FAMILY MEDICAL LEAVE ACT POLICY. THE MOTION CARRIED UNANIMOUSLY.

X. Discussion Items

A. Review of the Staff Safety Committee Report and Serving Our Public Safety Chapter

Director Hamilton shared that this is a Per Capita Grant requirement for this year, and the Safety Committee reviewed the chapter, and the Library is doing really well in this area. She went on to say that in reviewing this, it was determined that training was a little on the light side, and this is why the Active Shooter training has been scheduled for January.

B. Discussion on Library Expansion

President Cardona stated that the January 16, 2018, Joint Committee meeting is set to begin at 5:00p.m. or 5:30p.m., (he will get clarification on this) and Trustees should be receiving the online confidential survey to determine what items will be discussed at the meeting. The time frame for the meeting has not yet been determined.

President Cardona asked that any Trustees interested in taking a road trip to view other libraries, should let him know. He and Dianne Hollister may be taking some future trips.

XI. Comments from Board Trustees

Alicia Henry expressed concern about deadlines for eResource contracts, so that the Library isn't forced to renew or pay a big penalty. Director Hamilton explained that a previously the Board had approved all databases over the monetary threshold as a package once a year but a previous Board asked that we discontinue this practice and approve them individually. She has been working on a hybrid way of doing this, to streamline the approvals but also allow the Board to see the details on the resources. Director Hamilton stated that by having them all approved at one meeting with the appropriate detail and Rachel in attendance, would be beneficial for all. This would allow for the databases to be approved in advance for the year, and the deadlines wouldn't be so problematic as they are now.

XII. Adjournment

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

President Cardona adjourned the meeting at 7:31 p.m.