BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 15, 2020
5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting took place virtually, via ZOOM.

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 absent:	None
Others present via Zoom:	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 reported that he and Jeanne have had many conversations regarding the expansion and it would appear that the Council is in favor of going forward. President Westerhout also stated that he has heard good things about the curbside pickup service and he has used the service as well.

VI. Director's Report
Jeanne Hamilton shared that there was a smooth transition back to curbside only service. Numbers were up more than 10,000 circs for both October and November. She shared that she is constantly watching State and County metrics to see if there is a point to roll back to a limited capacity opening. The first library staff member testing positive was in October, and since then, there have been 6 staff cases, and none were related.

VII. Fiscal Report Presentation
Kathy Jeakins, Business Manager reported that budget was at 58.3 percent through the end of November. The final Property Tax Distribution was received. The total received for the year is just a little over $3,700 short from what was budgeted, which is better than last year. She went on to say that expenditures were at 47.7 percent and revenues were at 97 percent. She entertained questions.

VIII. Consent Agenda
A. Approve Minutes of October 20, 2020 Regular BPL Board Meeting
B. Approve Minutes of November 17, 2020 Regular BPL Board Meeting

C. Approve Bills List of November 2020

DIANNE HOLLISTER MOVED, MATT WATCHINSKI 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. Approve Waiving the Competitive Bid Process for Property/Casualty Insurance

Jeanne Hamilton stated that there is an increase this year. The entire increase is reflected in the variable cost line, so if there are any savings in the self-insured portion of the pool, this is returned to the insured members. Since the library has been part of LIRA for 3 years, the library will be eligible for any returns.

Jeanne and Kathy Jeakins entertained questions.

MATT WATCHINSKI MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THAT THE BID PROCESS BID BE WAIVED, AND THE LIBRARY DIRECTOR AUTHORIZE RENEWAL OF PROPERTY, LIABILITY, VEHICLE, UMBRELLA, AND DIRECTOR'S AND OFFICER'S INSURANCE PACKAGES THROUGH THE LIBRARIES OF ILLINOIS RISK AGENCY (LIRA) DUE JANUARY 1, 2021 IN THE AMOUNT OF $37, 516.00.

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.

B. Approve Transfer of Funds from Maintenance & Operating Fund to Capital Reserve Fund

Jeanne Hamilton reviewed this annual process with the Trustees.

JOHN ARGENZIANO MOVED, MATT WATCHINSKI SECONDED, TO APPROVE THAT $120,173.00 IS TO BE TRANSFERRED FROM THE LIBRARY MAINTENANCE & OPERATING FUND INTO THE CAPITAL RESERVE FUND.

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 Agreement with Engberg Anderson for architectural services for a Library Expansion

Jeanne Hamilton shared the options for construction delivery methods for the project: with staff performing oversight and coordination of a general contractor or hiring a company to coordinate multiple contractors from the various trades. She shared a Power Point with the Trustees for a better understanding of this.

There was discussion on what was shared and the consensus was to hire a general contractor through a bid process and existing staff serve as a point person and to oversee the work of the general contractor with the support of the architects.

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO AUTHORIZE THE LIBRARY DIRECTOR TO ENTER INTO A CONTRACT, AND EXECUTE ANY RELATED DOCUMENTS, WITH ENGBERG ANDERSON, IN AN AMOUNT NOT TO EXCEED $1,453,584.00 PLUS REIMBURSABLE EXPENSES, UPON LEGAL REVIEW OF THE CONTRACTUAL DOCUMENTS, FOR ARCHITECTUAL SERVICES FOR A LIBRARY EXPANSION BUDGETED AT $20,770,377.00.

Ayes:	John Argenziano, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout
Nayes:	Alicia Henry
Absent:	None

THE MOTION CARRIED.

X. Discussion Per Capita Grant Requirements

Jeanne Hamilton shared that the reading of the whole Serving Our Public resource is required for this year, so she has broken it down into three parts. She reviewed the first set of standards with the Trustees.

XI. Comments from Trustees

President Westerhout shared that he is very optimistic that this expansion which has been in the works for years, will really happen this year. He thanked the Trustees and library staff for all of their hard work and commitment on this journey.

Van Miller gave kudos to both Jeanne and Julian for all of their hard work on moving this library expansion along in the right direction.

Susan shared that her kids are really excited about the Winter Reading program.

XII. Adjournment

MATT WATCHINSKI 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 6:28 P.M.