Bloomington Public Library
Board of Trustees
Planning, Policies, and Programs Committee

Wednesday

December 3, 2014

5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Agenda

I. Call to Order

II. Roll Call

III. Introductions/Public Comment

IV. Approval of Minutes
   A. November 5, 2014

V. Unfinished Business
   A. Update on Purchasing Policy

VI. New Business
   A. Discussion of Retreat and Possible Follow Up Meetings and Topics for Meetings
   B. Discussion of Revision of the Strategic Plan

VII. Comments from Committee Members/Future Agendas

VIII. Adjournment

Posted: 11/25/14 4:00 p.m.

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Board of Trustees
Planning, Policies, and Programs Committee

Wednesday
November 5, 2014
5:00 p.m.

Quiet Reading Room
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Minutes

I. Call to Order
Emily Kelahan called the meeting to order at 5:01 p.m.

II. Roll Call

PRESENT:	Brittany Cornell, Cathy Pratt, Emily Kelahan
ABSENT:	Monica Brigham, Whitney Thomas, Narendra Jaggi
OTHERS:	Georgia Bouda, Kathy Jeakins, Susan O'Rourke, Caprice Prochnow

III. Introductions/Public Comment
Emily Kelahan acknowledged that Trustee, Susan O'Rourke was present.

IV. Approval of Minutes
A. October 1, 2014
Cathy Pratt moved, Brittany Cornell seconded, to approve the Minutes from the October 1, 2014 meeting. The motion carried unanimously.

V. Unfinished Business
A. Report from Task Force and Discussion of Items to be referred to Task Force and General Communication between Task Force and Board of Trustees
Members of the Library Expansion Task Force summarized what had transpired at the first meeting with those present.
The 3 P's Committee members discussed how communication should flow between the Task Force and the Library Board. Director Bouda suggested that perhaps Board Trustees that serve on the Task Force be an Ad Hoc Committee of the Library Board, and be included on the Board Agenda each month. After some discussion, it was decided that Library Expansion Task Force communication will come from the Ad Hoc Committee, and not the 3 P's Committee.
Emily Kelahan reported that Director Bouda will be drafting an RFQ (Request for Qualifications) that will be presented for review at the Library Expansion Task Force meeting on November 13 then it will come to full Board for a vote on November 18.
There was some discussion regarding the interview process with the potential candidates. The 3 P's Committee asked that Director Bouda prepare a presentation on how these types

of interviews are generally conducted along with any rules concerning the hiring process to share with the Board. Director Bouda will present this at the December Board meeting.

B. Questions/Requests for Facilitator

Emily Kelahan shared that Deb Halperin had sent out an email today requesting feedback from the trustees to help her shape the retreat that is set for the Board meeting on November 18. Emily shared that in her experiences with Deb, that she can be trusted, and to please be as detailed and honest as you can be when replying to her.

C. Update on Purchasing Policy

Director Bouda shared that the City has been working on a new purchasing policy for several months and that nothing about a "local only" policy was included in the proposed Purchasing Policy. She spoke with Jon Johnston, City Procurement Officer, about the "local only" policy and he stated that he had been researching "local only" policies and discovered that there have been several lawsuits in the State courts and "local only" policies have been struck down as they prohibit fair trade. Director Bouda has not been able to obtain a draft of the Purchasing Policy yet as it is still evolving. She went on to say that the main focus of the City is to change some of the monetary limits in the Purchasing Policy and to simplify the process.

There was some discussion about "local first" purchasing and how it would affect the Library in terms of staff time and cost efficiency.

Kathy Jeakins shared examples of local vendors that the Library does patronize.

Director Bouda stated that she questioned a few staff as to why they purchase library supplies at a "big box" store, such as Wal-Mart and the common answers were convenience to the Library and one stop shopping. She added that Wal-Mart has given the Library several Community Grants over the years.

Both Susan O'Rourke and Brittany Cornell expressed concerns with tax payer money being spent at organizations such as Wal-Mart and Hobby Lobby.

Emily Kelahan stated that not allowing staff to patronize stores such as Wal-Mart and Hobby Lobby will conflict with the current management policy and also potentially conflicts with State laws.

Susan O'Rourke offered to speak with City Procurement Officer, Jon Johnston, to gather more information regarding Fair Trade law.

This agenda item will be under "Old Business" for the next 3 P's Committee meeting.

Cathy Pratt left at 6:02 p.m.

VI. New Business

A. Timing of Distribution of Meeting Minutes

Emily Kelahan shared that this had been referred to the 3 P's Committee.

There was much discussion on this topic. It was pointed out that having a draft of the minutes distributed sooner would help Board members be more informed and better prepared going into meetings. Other points brought forth were that the minutes only needed to reflect action taken, the challenges facing the minute-taker, and how to offset these with a quicker turnaround of the minutes. A suggestion was made to consider transcription software that can generate a detailed transcript of a meeting. The consideration of the committee was to continue with "action taken" minutes and look into investing in transcription software.

The 3 P's Committee will bring this before the Board for additional input.

VII. Comments from Committee Members/Future Agendas

Director Bouda shared that Jared Brown will be replacing Peggy Burton, and will be appointed on November 10.

VIII. Adjournment

Emily Kelahan adjourned the meeting at 6:43 p.m.