

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, November 21, 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 5:30pm.

II. Roll Call

MEMBERS PRESENT: Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Julian Westerhout, Alicia Whitworth, Alex Cardona

MEMBERS ABSENT: Kiasha Henry, Mike Raikes

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Stephen Peterson, Caprice Prochnow, Gayle Tucker

- III. Introduction of Public
President Cardona recognized Stephen Peterson, Golden Prairie Public Library District Board President, that was in attendance.

- IV. Public Comment
There were no public comments.

- V. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))

JULIAN WESTERHOUT MOVED, DIANNE HOLLISTER SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE NEGOTIATING MATTERS.

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

NAYES: None

ABSENT: Kiasha Henry, Mike Raikes

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 5:38 p.m.

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO RETURN TO REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

The Board resumed regular session at 5:45 p.m.

President Cardona reported that no action was taken during Executive Session.

VI. President's Report

President Cardona stated that with the great outcome of the presentation on the levy at Council last week, he wanted to compliment Director Hamilton and staff for putting everything together. He went on to say that he couldn't be prouder of what the staff is doing by leading by example within the City.

President Cardona shared that the property tax freeze for the State did not go through.

VII. Director's Report

Director Hamilton reported that the Library worked with the Multicultural Leadership Program group on the door to door campaign. She went on to say that they are waiting for final numbers from the team, and a lot of good responses were received from those that answered their doors. Program guides and a flyer that highlighted some things at the Library were left at the homes of folks that were not home. A number of those spoken to were library cardholders and some new cards were issued as well.

Director Hamilton stated that as deliverables, the group will be putting together four neighborhood maps, along with steps in order to replicate this campaign in the future.

Director Hamilton shared that she and President Cardona spoke to each of the Council members individually prior to the Levy meeting to campaign for the higher tax levy. She praised President Cardona for all of his hard work on this, as he managed to mobilize a lot of people on this.

President Cardona stated that meeting with the Council members individually and walking them through the documents was very helpful, so that they could make an informed decision.

President Cardona encouraged the Trustees to promote the Library every chance they get.

Director Hamilton entertained questions.

VIII. Fiscal Report Presented by Kathy Jeakins, Business Manager

Kathy Jeakins shared that this report is through the end of October, which is half way through the fiscal year. She stated that revenues were almost 95% and expenditures were just a little over 48%. Along with this, the final Property Tax Distribution was received already in November, which will be reflected on the November report. Kathy pointed out the donation report that is through the end of the second quarter, and specifically the donations towards the Summer Reading program.

She entertained questions.

IX. Consent Agenda

A. Approve Minutes of October 17, 2017 Regular BPL Board Meeting

B. Approve Bills List of October 2017

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

X. Action Items

A. Approve FY18 Salary Ranges for Non-Union Employees

Director Hamilton stated that an increase of 1.75% in the salary ranges for FY18 is requested. She went on to say that this is something that is done annually, but potentially, there is consideration of changing this practice in the future.

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE FY18 SALARY RANGES FOR NON-UNION EMPLOYEES.

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

NAYES: None

ABSENT: Kiasha Henry, Mike Raikes

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Waiving Three-Quote Requirement for Renewal of Newsbank

Director Hamilton stated that this is an online resource for the Pantagraph, along with some other smaller, local newspapers. This resource is mostly used for historical or genealogical purposes. Director Hamilton stated that use has been going up, and that last year there were 8,330 searches, which is a little less than \$2.00 a search.

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE WAIVING THREE-QUOTE REQUIREMENT FOR RENEWAL OF NEWSBANK IN THE AMOUNT OF \$14,720.00.

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

NAYES: Alicia Henry

ABSENT: Kiasha Henry, Mike Raikes

THE MOTION CARRIED.

C. Approve Renewal of Reference USA

Director Hamilton reviewed that Reference USA provides information records for individuals and businesses, and this resource is particularly useful for small businesses, and more in depth "white pages" searches for individuals. In 2017, there were 5,307 searches compared to 1,950 searches in 2014, which is 172% increase in the use of this resource. Director Hamilton shared that some additional resources are being packaged together, such as U.S. Healthcare and Historical databases modules. She went on to say that the recommendation is to continue with Reference USA, even though it is slightly more expensive, because the thought is that Library's patrons are used to Reference USA. There was some discussion on both the cost justification for this resource and promoting it to garner more usage.

DIANNE HOLLISTER MOVED, VAN MILLER SECONDED, TO APPROVE
RENEWAL OF REFERENCE USA IN THE AMOUNT OF \$10,600.00.

AYES: Dianne Hollister, Van Miller, Alex Cardona

NAYES: Alicia Henry, Susan Mohr, Julian Westerhout, Alicia
Whitworth

ABSENT: Kiasha Henry, Mike Raikes

THE MOTION FAILED.

The Library will contact Reference USA to ask for an extension to allow staff time to compile information to justify the cost of this resource. This agenda item will be brought before the Board again in December.

D. Approve Competitive Bid for Self-Check Stations

Director Hamilton stated that the self-check stations are included in the Fixed Asset budget, and are due for replacement. The cycle for these is usually 5 years, and these have been in place for 7 years. Director Hamilton continued by saying that there have been issues with the current vendor which is Bibliotecha. The recommendation is to go with TechLogic which is actually the most expensive, but they have a good reputation in the industry, and the maintenance fee over the contract period is more affordable.

ALICIA WHITWORTH MOVED, SUSAN MOHR SECONDED, TO APPROVE
COMPETITIVE BID FOR SELF-CHECK STATIONS TO TECHLOGIC IN THE
AMOUNT OF \$39,995.00.

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

NAYES: None

ABSENT: Kiasha Henry, Mike Raikes

THE MOTION CARRIED UNANIMOUSLY.

E. Approve Memorandum of Understanding with Project Oz for Safe Place Program

Director Hamilton shared that Project Oz asked if the Library was willing to be a Safe Place for teens in crisis. She went on to say that Security staff will be trained to assist any teens needing help by being the liaison to Project Oz staff.

JULIAN WESTERHOUT MOVED, ALICIA HENRY SECONDED, TO APPROVE
MEMORANDUM OF UNDERSTANDING WITH PROJECT OZ FOR SAFE PLACE
PROGRAM. THE MOTION CARRIED UNANIMOUSLY.

- F. Approve Late Opening of 10:00 a.m. for Staff Training on Thursday, January 11, 2018

ALICIA WHITWORTH MOVED, VAN MILLER SECONDED, TO APPROVE LATE OPENING OF 10:00 A.M. FOR STAFF TRAINING ON THURSDAY, JANUARY 11, 2018. THE MOTION CARRIED UNANIMOUSLY.

XI. Discussion Items

- A. Report on Safety Training Webinar by Dianne Hollister

Diane Hollister reported on the Safety Training webinar that she viewed. She shared the focus was mainly that Staff Development help enforce the security of the Library. She went on to say that staff should feel confident in handling situations in the event that Security or Management is unavailable. Diane shared that it was really stressed that staff have sufficient training to handle emergency situations. Along with this, a very simple code of conduct should be in place for the Library.

There was some discussion on what was shared.

- B. Discussion on Library Expansion

President Cardona stated with the potential levy increase in December, the additional funds will go into the Capital Fund, whether to be used for facility updates and repairs or for expansion.

President Cardona stated that he had sent each of the Trustees the Downtown Task Force report from November 3, and hoped that all had reviewed it, specifically pages 11 – 14 which involves the Library. He went on to say that this report will be going to Council for approval in mid-December, and his impression is that the discussion on this may become very heated amongst Council members. President Cardona stated that both he and Director Hamilton have been fielding a lot of questions as to expansion in this location or in another location, and they are staying very neutral.

Director Hamilton stated that it was unfortunate that a memo from the City Planner was included in the Downtown Task Force report which stated that basically, the Library's current location is not ideal. She continued by saying that her impression is that the Council will vote against the recommendation from the Task Force.

President Cardona stated that in conversations with Council members, he has made it clear that the Library Board will be using their time and effort to vet and put together a comprehensive site plan for this location. However, if another entity would like to put together a comprehensive site plan for a different location that included the necessary requirements and criteria, but did not involve Library funds, and were willing to compare it to a plan for this location, so that an informed decision could be made, the Library would consider it.

There was much discussion on what was shared.

The consensus is that Director Hamilton will reach out to Ed Barry to discuss a rough cost estimate for acquiring a comprehensive site plan, contact the City Planner to discuss pros and cons of this location, and check on timeline for Public Works relocation. Along with this, she will figure out what the actual timeline is for how long the Library has been looking to expand. These elements will be needed when going before Council asking for bonds in the Spring.

Van Miller departed the meeting at 7:24 p.m.

Alicia Whitworth departed the meeting at 7:28 p.m.

XII. Comments from Board Trustees
There were no comments from Board Trustees.

XIII. Adjournment

JULIAN WESTERHOUT MOVED, DIANNE HOLLISTER SECONDED, TO
ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Cardona adjourned the meeting at 7:35 p.m.