Bloomington Public Library
Board of Trustees Meeting

November 19, 2013
4:30 p.m.

Minutes

I. Call to Order
President Jaggi called the meeting to order at 4:30 p.m.

II. Roll Call

MEMBERS PRESENT:	Patsy Bowles, Peggy Burton, Narendra Jaggi, Emily Kelahan (arrived at 4:32 p.m.) Jan Kibler, Carol Koos (arrived at 4:34 p.m.), Joni Painter, Cathy Pratt, Bill Wetzel
MEMBERS ABSENT:	None
OTHERS PRESENT:	Georgia Bouda, Kathy Jeakins, Patricia Marton, Caprice Prochnow

III. Introductions/Public Comment
President Jaggi introduced resident, Patricia Marton.

IV. Approval of Minutes
A. October 15, 2013
President Jaggi asked that the October 15, 2013 Minutes be amended as follows –
The last sentence of item number 2 under Planning, Policies & Programs (3 P's) should read as such, "Director Bouda will send a letter to all the Bloomington nursing homes offering these kits at no charge."

JAN KIBLER MOVED, JONI PAINTER SECONDED, TO APPROVE THE AMENDED MINUTES FROM THE OCTOBER 15, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
President Jaggi shared with the Board members that City Council approved the Library FY15 Budget.

VI. Director's Report
Director Bouda shared that the Library has a card in the new Bloomington-Normal-Opoly game, and that the Library has agreed to sell 20 of the games for $25.00 each.
Director Bouda stated that they have not received the insurance quotes yet, so this will necessitate a Budget & Personnel Committee meeting in December. The Board will need to approve the Library's insurance at the December Board meeting.
Director Bouda shared that the Book Shoppe has made about $10,000 so far this fiscal year, so the Library is right on target to meet the goal of $20,000 for the year.

VII. Fiscal Report
Kathy Jeakins entertained questions.

VIII. Approval of Bills

CATHY PRATT MOVED, CAROL KOOS SECONDED, TO APPROVE THE BILLS LIST FROM OCTOBER 2013. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2013.11"

IX. Committee Reports

A. Budget & Personnel

1. Executive Session – Summary of Director's Performance

It was decided by the Board members that, since the summary of the Director's Performance had been finished and distributed to all the Board members, there would be no need for an Executive Session.

2. Library Director's Evaluation Procedures

Bill Wetzel shared with Board members that a draft of the procedures was included in the packet for review, and that the Budget & Personnel welcomes any and all feedback, as they will be finalizing the procedures at the next Budget & Personnel Committee meeting. President Jaggi offered the following suggestions: That "Procedures" be added to the title of the document, "should be" replaced with "shall," and to make it clear that the Budget & Personnel Committee is working on the Evaluation on behalf of the Board as a whole. There was some discussion about compiling the different policies and procedures that the Board has approved over the years in one location for easy reference. Director Bouda shared that she is currently working on this.

The Budget & Personnel Committee set their next meeting for Tuesday, December 10 at 4:30pm to finalize the Library Director's Evaluation Procedures and approve the 2014 insurance policies.

See Attachment "IX.A.2"

B. Planning, Policies & Programs (3 P's)

1. Discussion of Possible Art Week and Fundraising

Patsy Bowles reviewed with the Board members the Art Week proposal from Rhonda Massie's notes of the discussion at the 3 P's Committee meeting. What is proposed, is as follows:

Wine, Cheese & Jazz event will be held on Friday, May 16.

Tickets will sell for $20, which includes 2 glasses of wine as well as cheese, chocolates, finger foods and $5 worth of raffle tickets (6 tickets).

Live Jazz will entertain guests from 6:30 – 8:30pm.

The Library's McCurdy Collection will be displayed in the Community Room for viewing.

All the prints in the circulating collection, not chosen to be raffle items, will be made available to guests at a silent auction which will include "Buy It Now" prices. Ten of the prints will be raffled as opposed to auctioned.

The Silent Auction for the public will commence on Monday, May 18 and end on Saturday, May 24.

Patsy Bowles stated that this event is more of a community event rather than a fund raiser.

After some discussion, the general consensus amongst the Board members was to have the 3 P's Committee continue to flesh out this event.

See Attachment "IX.B.1"

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Notice of Stipulation to State Farm Tax Abatement

President Jaggi shared that the tax receipts for the Library from State Farm for this year are going to be less than anticipated by $1,521.66. This is pursuant to an earlier settlement agreement dated December 8, 2010. The Library is being informed by the County of this abatement.

See Attachment "XI.A."

B. Request for Proposal for Bookmobile

President Jaggi reviewed with Board members that the Bookmobile Specifications were reviewed by the Consultant and are now part of the Request for Proposal. If the Board approves the RFP today, it will be sent out tomorrow. The proposals are due by January 10, 2014 at noon and the contract will be awarded on January 21, 2014.

BILL WETZEL MOVED, JONI PAINTER SECONDED TO APPROVE THE REQUEST FOR PROPOSAL FOR BOOKMOBILE.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.B"

President Jaggi asked the Board members if they would like to be involved in working with Director Bouda in the RFP evaluation process. After some discussion, it was decided that Director Bouda will decide upon a date, between January 10 and January 20 to evaluate the received proposals and invite Board members to assist her and the Consultant in this process.

XII. Adjournment

President Jaggi adjourned the meeting at 5:15 p.m.

Next Meeting Date

December 17, 2013