BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 18, 2014
5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order
President Jaggi called the meeting to order at 5:00 p.m.

II. Roll Call

MEMBERS PRESENT:	Monica Brigham, Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Whitney Thomas (arrived at 5:11 p.m.), Bill Wetzel, Narendra Jaggi
MEMBERS ABSENT:	None
OTHERS PRESENT:	Georgia Bouda, Laura Golaszewski, Deb Halperin, Kathy Jeakins, Patricia Marton, Caprice Prochnow, Carol Torrens, Gayle Tucker

III. Introductions/Public Comment
President Jaggi acknowledged the visitors. No public comments were made.
President Jaggi welcomed and introduced new Board member, Jared Brown. Jared shared with Board members a little bit about himself and why he agreed to serve on the Library Board.

IV. Approval of Minutes
A. October 21, 2014

CATHY PRATT MOVED, MONICA BRIGHAM SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 21, 2014 MEETING WITH THE AMENDATION TO THE LAST SENTENCE OF ITEM XIII, "TOOK PLACE" WAS REPLACED WITH "WAS TAKEN". THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
President Jaggi shared that he will be absent for both the December and January Board meetings. He asked that any agenda item suggestions sent to him, be copied to Vice President, Cathy Pratt as she will be chairing both meetings.

A. Approval of $400 Honorarium for Facilitator, Deb Halperin

President Jaggi reviewed that at the last meeting there had been consensus that a $400 Honorarium should be given to Deb Halperin for her willingness to facilitate a work session today on Board development.

EMILY KELAHAN MOVED, MONICA BRIGHAM SECONDED, TO APPROVE A $400 HONORARIUM FOR FACILITATOR, DEB HALPERIN., FOR BOARD DEVELOPMENT ON NOVEMBER 18, 2014.

AYES: Monica Brigham, Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Bill Wetzel, Narendra Jaggi

NAYES: None

ABSENT: Whitney Thomas

THE MOTION CARRIED UNANIMOUSLY.

See attachment "V.A."

B. Approval of Singer Group Proposal for Director Evaluation Tool

President Jaggi reviewed that the Singer Group had submitted a proposal to develop a Director Evaluation Tool and process. He went on to say that the Singer Group had developed the evaluation tool and process for the Peoria Public Library.

CATHY PRATT MOVED, MONICA BRIGHAM SECONDED, TO APPROVE SINGER GROUP PROPOSAL FOR DIRECTOR EVALUATION TOOL OF UP TO $4,900.00 AND REIMBURSEMENT OF TRAVEL AND MEAL EXPENSES.

AYES: Monica Brigham, Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Whitney Thomas, Bill Wetzel, Narendra Jaggi

NAYES: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

See attachment "V.B."

VI. Director's Report

Director Bouda shared that a date has been set for the middle of December to inspect the progress of the new bookmobile. She went on to say that the Bookmobile Consultant, Michael Swendrowski shared with her that he has a list of people looking for a used bookmobile and he will assist us with finding a potential buyer for our bookmobile.

VII. Fiscal Report

Kathy Jeakins shared that expenses are at about fifty percent. She went on to say that the final Tax Distribution was received in November. She entertained questions.

VIII. Approval of Bills

EMILY KELAHAN MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE BILLS LIST FROM OCTOBER 2014. THE MOTION CARRIED.

See attachment "2014.11"

IX. Committee Reports

A. Budget & Personnel Committee

The Budget & Personnel Committee did not meet.

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

Emily Kelahan reviewed the Chair's report with the Trustees.

C. Ad Hoc Committee – Library Expansion Task Force

Emily Kelahan, Chair, entertained questions regarding the Request For Qualifications For Library Needs Assessment, Programming Site Analysis and Conceptual Design.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Recommendation to Waive Three-Quote Requirement for Property Insurance and Worker's Compensation Insurance

Director Bouda reminded the Board that our insurance consultant, Mike Nugent, last year recommended staying with the same insurance company for three years, rather than taking the insurance out for bid every year. Our current carrier, Selective, from Van Gundy is the same insurance that Normal Public Library uses. She recommended that the Library stay with Selective at least for the next year.

JARED BROWN MOVED, EMILY KELAHAN SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT FOR PROPERTY INSURANCE AND WORKER'S COMPENSATION INSURANCE. THE MOTION CARRIED UNANIMOUSLY.

See attachment "XI.A."

B. Approve Surplus List

Narendra Jaggi shared that with the new bookmobile nearing completion it is time to think about selling the old one.

BRITTANY CORNELL MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE THE SURPLUS LIST. THE MOTION CARRIED UNANIMOUSLY.

C. Recommendation for Approval of RFQ for Library Needs Assessment, Programming Site Analysis and Conceptual Design

Emily Kelahan reviewed that this is the conceptual phase one of the process and explained conceptual versus architectural in terms of this project.

CATHY PRATT MOVED, EMILY KELAHAN SECONDED, TO APPROVE THE RFQ FOR LIBRARY NEEDS ASSESSMENT, PROGRAMMING SITE ANALYSIS AND CONCEPTUAL DESIGN. THE MOTION CARRIED UNANIMOUSLY.

XIV. Presentation by Facilitator, Deb Halperin

President Jaggi introduced Deb Halperin.

Deb asked each of the Board members to share their name and why they picked the Bloomington Public Library Board for their community service.

Deb shared that two main things came out of the feedback that she had received from the trustees. One was a desire to be working together with the same goals in mind. The second was the issue of conflict and how better to manage it and/or increase the comfort in dealing with conflict.

Deb had the Board members do an exercise called a "Cover Story" which is all about the vision of where do you think the Library is going. Deb asked the Trustees to imagine that the Library is on a cover of a magazine five to ten years from now, the name their magazine, what the title of the article is that features the Library, and what the image is on the cover.

Deb stated that with the results of this exercise, it seems that the Trustees share the same vision of where to go, but differ in the "how" of getting there.

Monica Brigham left the meeting at 6:33 p.m.

Monica Brigham returned to the meeting at 7:12 p.m.

It was suggested by Board members that they would like to work on the following: clarifying expectations between committees and Board, more sharing of visions for the Library, conflict resolution, clarification as to how Board members should be interacting with staff, and having ground rules and expectations in communicating.

Deb stated that she would welcome the opportunity to work alongside the group as they are working through some of the things discussed today or to be a resource for them.

XII. Future Agendas/Comments from Board Members

There were no future agenda items suggested or comments from Board members.

XIII. Adjournment

President Jaggi adjourned the meeting at 7:42 p.m.