BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, November 17, 2015
5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

I. Call to Order

President Koos called the meeting to order at 5:31 p.m.

President Koos stated that Susan O'Rourke could not be present due to illness, and would like to join the meeting by phone and asked for a motion.

> MIKE RAIKES MOVED, VAN MILLER SECONDED, TO ALLOW SUSAN O'ROURKE TO JOIN THE BPL BOARD MEETING BY TELEPHONE. THE MOTION CARRIED UNANIMOUSLY.

II. Roll Call

MEMBERS PRESENT:	Alex Cardona, Emily Kelahan (arrived at 5:35 p.m.), Van Miller, Susan O'Rourke (by phone), Mike Raikes, Whitney Thomas, Julian Westerhout, Carol Koos
MEMBERS ABSENT:	Robert Porter
OTHERS PRESENT:	Georgia Bouda, Patsy Bowles, Kathy Jeakins, Lynn Gray, Maria Nagle, Rhonda Massie, Caprice Prochnow, Carol Torrens, Gayle Tucker

III. Introductions

President Koos introduced those present.

IV. Public Comment

There were no public comments.

V. Approval of Minutes

A. October 20, 2015

> VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 20, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

President Koos stated that Director Bouda had made the announcement that she will be retiring and with this there are some decisions to be made as far as an Interim Director until a permanent Director can be hired. She went on to say that Director Bouda had suggested that if someone from BPL staff were to serve she would suggest Jon Whited, IT Manager for Operations and Laura Golaszewski, Circulation & Outreach Services Manager for Librarian. President Koos stated that another alternative would be to have Brian Chase, Normal Public Library Director, oversee operations. Brian worked here at this Library as Circulation Manager prior to becoming Director at Normal Public Library. President Koos stated that she has or will be reaching out for assistance on finding an Interim Director by making contact with someone at the American Library Association, Illinois Library Association and at the University of Illinois. Of course, there will have to be special meetings for the Trustees to discuss things as we go along.

President Koos stated that in the hiring of a new Director, there are many advantages to hiring a Search Firm. She went on to say that they will recommend a salary range, know of potential candidates, post the position, and will attend conferences in order to find potential candidates. President Koos stated that one firm that was highly recommended was Gossage Sager Associates and this was the firm that was used when Director Bouda was hired. That does not mean necessarily that this is the firm that will be used. President Koos stated that in the past that a Request for Proposal had to be sent out to select a firm, but the law has since changed, and this is no longer required. The time frame for the last Director search took approximately six months.

President Koos and Director Bouda will meet with both the staff being considered along with Brian Chase to see if either of these options will work for the Library.

There was some discussion as to how to proceed with deciding upon an Interim Director and the hiring of a new Director as to whether the meeting would have to be a closed session or not. Director Bouda clarified that the Board can certainly discuss the hiring process in open session, but when it comes to using names, and who may actually be offered a job, that is when you have a closed session. It was decided to have a Special Meeting on Tuesday, December 1 at 5:30 p.m. to discuss candidates for the position of Interim Director.

President Koos shared that a Search Committee will be formed when the process begins for hiring a new Director. In the past, the Committee had consisted of the BPL Board President, Foundation Board President, Golden Prairie Board President, Karen Schmidt from the City Council, and one other BPL Board Trustee.

VII. Director's Report

Director Bouda shared that Staff Appreciation Day was held today and she had the opportunity to speak to staff and thank them for helping her to accomplish all she has in the last nine years.

Director Bouda shared that with the possibility of expansion in the near future, that it would be good for the Board to hire someone that has had the experience of a building expansion, and who has the energy and drive to make it happen.

VIII. Fiscal Report

Kathy Jeakins stated that we should be at about 50%, and that the bulk of the Property Tax Distribution has been distributed. She went on to say, that the expenses are at 49%, so that we are just a bit underspent. She entertained questions.

IX. Approval of Bills

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE BILLS LIST FROM OCTOBER 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

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

The 3 P's Committee did not meet. Emily Kelahan stated that they had planned on meeting in December but with the Director search, they will probably set this aside.

C. Bookmobile Ad Hoc Committee

Alex Cardona shared that the Committee met on Tuesday, November 10. He went on to say that Laura Golaszewski had compiled some good and interesting statistics and metrics on the bookmobile, which they are using for a benchmark and base level for what they are going to be doing moving forward. Alex reviewed the items that were discussed at the meeting. Alex stated that he has charged this committee with helping to come up with ideas to support the new bookmobile stops in a number of ways to ensure that they are successful, and if the stops are not successful, then we know that it was through no fault of our efforts. He went on to say that the Committee will be focusing next on a community survey of questions on the bookmobile in order to discover how the Library may make all of the stops more successful. Alex shared that they are still working on usage, not-for-profits, schools and working with them for a broader use of the bookmobile. There were updates on the new stops and so far Turnberry Square has been the most successful with 20 customers. Alex shared that over 100 people signed up for bookmobile text alerts in the first two days and, as of right now, 331 people have signed up.

XI. New Business

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

Director Bouda shared that with this policy, any funds that are not spent in the Maintenance & Operating Fund at the end of the fiscal year, half of that amount is transferred to the Capital Reserve Fund.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE TRANSFER OF FUNDS TOTALING $158,264.53 FROM MAINTENANCE & OPERATING FUND TO CAPITAL RESERVE FUND, FOR AN APPROXIMATE CAPITAL RESERVE FUND BALANCE OF $2,286.720.57.

AYES:	ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS
NAYES:	NONE
ABSENT:	ROBERT PORTER
	THE MOTION CARRIED UNANIMOUSLY.

See attachment "XI.A."

B. Adopt Sick Leave Buyback Program Language for Classified Employees
Director Bouda reviewed the document that was included in the packet.

JULIAN WESTERHOUT MOVED, WHITNEY THOMAS SECONDED, TO ADOPT SICK LEAVE BUYBACK PROGRAM LANGUAGE FOR CLASSIFIED EMPLOYEES. THE MOTION CARRIED UNANIMOUSLY.

See attachment "XI.B."

C. Review Chapter 5, "Technology," of Serving Our Public 3.0: Standards for Illinois Public Libraries for the FY16 Per Capita Grant requirements.
Director Bouda stated that the Library does not have a TTY machine on the premises but the Library supports IP-Relay services for both phone calls and via the internet for our hearing impaired customers. She went on to say that we are in compliance with the standards in this chapter and no policy changes or equipment purchases are recommended at this time.

D. Approve 2016 Meeting Dates

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE MEETING DATES FOR 2016. THE MOTION CARRIED UNANIMOUSLY.

E. Report on Illinois Library Association conference
Julian Westerhout shared what sessions that he had attended at the ILA Conference Trustee Day. He had previously sent out a document to the Trustees on both Parliamentary Procedures and Board Governance. He went on to say that the handout on Board Governance should prove to be most useful as it covers what the Board's role is and how the Board should function. Julian stated that the information on Board Governance should be especially helpful to each individually as we move forward, how we are operating as a Board, our relationship with staff, and how we are setting up our Strategic Plan. Julian added that the presenter on Board Governance was Nancy Sylvester and that she offers facilitating services, and along with this, she offers information that is free and accessible on her website, nancysylvester.com.
He entertained questions.

XII. Unfinished Business

A. Development of Strategic Plan and Possible Approval of Draft Plan
President Koos reminded them that they still have just an outline of the Strategic Plan and still need to consider having a facilitator help the Board with developing item #1 of the outline. There was some discussion on having Nancy Sylvester or another facilitator, and if so, are there enough funds in the Professional Services budget to pay for this. There is still concern with having a facilitator volunteer their time rather than having a contract with expectations that a facilitator needs to accomplish. Along with this, there was discussion on whether the Board should just take responsibility of developing the plan, whether it should be the full Board or through Committee work.

EMILY KELAHAN MOVED, JULIAN WESTERHOUT SECONDED, TO HAVE A FACILITATED SESSION TO DISCUSS ITEM ONE OF THE DRAFT STRATEGIC PLAN AS A FULL BOARD IN THE NEXT TWO MONTHS. THE MOTION CARRIED UNANIMOUSLY.

JULIAN WESTERHOUT MOVED, EMILY KELAHAN SECONDED, TO ASSIGN ITEMS TWO THROUGH FIVE OF THE DRAFT STRATEGIC PLAN TO THE 3 P'S COMMITTEE FOR FURTHER DEVELOPMENT AND REPORT BACK TO THE BOARD. THE MOTION CARRIED UNANIMOUSLY.

B. Discussion of Current Goals for the Director
This item will be tabled.

C. Discussion of Electronic Communication Among Board Members
Susan O'Rourke stated that there is still a problem with some of the Trustees receiving emails from the Library.
President Koos stated that she will investigate this with Library staff.

D. Discussion of Purpose of Committee Meetings
Susan O'Rourke shared that there is a question as to how this Board works, whether this is a Committee focused Board or works as a Board of the whole. There was a brief discussion about having the facilitator tackle this and it was decided to table this until the next regular meeting.

XIII. Comments from Board Trustees
The Trustees wished Director Bouda well in her retirement.
Alex Cardona brought up the subject of how Director Bouda's retirement affects the Farnsworth Study. Director Bouda stated that once it gets into the Programming part of the Study that a Director really should be in place.
Patsy Bowles, former Board President, expressed her heartfelt gratitude to Director Bouda for all of her years of service.

XIV. Adjournment

VAN MILLER MOVED, EMILY KELAHAN SECONDED TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:59 p.m.