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

Wednesday

November 5, 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. October 1, 2014

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
   B. Questions/Requests for Facilitator
   C. Update on Purchasing Policy

VI. New Business
   A. Timing of Distribution of Meeting Minutes

VII. Comments from Committee Members/Future Agendas

VIII. Adjournment

Posted: 11/3/2014 11:58 a.m.

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

Wednesday

October 1, 2014

5:15 p.m.
Immediately following the BPL Board Special Meeting

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order
Chair Emily Kelahan called the meeting to order at 5:15 p.m.

II. Roll Call

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

III. Introductions/Public Comment
Emily Kelahan introduced resident, Patricia Marton, Board members Susan O'Rourke and Peggy Burton.

IV. Approval of Minutes
A. September 3, 2014
Cathy Pratt moved, Brittany Cornell seconded, to approve the Minutes from the September 3, 2014 meeting. The motion carried unanimously.

V. Unfinished Business
A. Discuss Retreat with Facilitator
Emily Kelahan suggested that the facilitator, Debbie Delgado, seems like the best bet for a facilitator as the ones that Susan O'Rourke had in mind are not available. Director Bouda stated that she had another recommendation, Deb Halperin, who is well known to the Library. There was some discussion as to who the facilitator would be and whether to have a facilitator speak to the Board soon or wait until there are 2 or 3 new Board members in place. The committee members agreed that Deb Halperin would be a good choice for the job, and they would like her to present to the Board soon, and then have her return after the new Board members are in place.

B. Discuss Accessibility of Board
Once the Board has an email address that allows the public to access the Board as a whole, there needs to be recommendation as to how the Board will respond to these emails. Emily Kelahan suggests that this should be a practice rather than a policy.

After some discussion, the 3 P's Committee agreed upon the practice of relying upon the Board Secretary to respond to emails on behalf of the Board or direct them to staff. There will be a recommendation to the full Board that the Board Secretary duties will include responding to emails addressed to the Board on behalf of the Board. The Secretary will be certain to communicate to the sender only the process by which their question or concern will be addressed rather than a position on such, unless the question or concern is one which the Board has already considered and reached a position either by consensus or vote.

C. Discuss Library Expansion
Emily Kelahan shared that three trustees had been appointed to the Task Force at the last Board meeting and efforts to schedule the first meeting are underway. She said that the Trustee members of the Task Force have been informed by the Council members of the Task Force that the BPL Trustees are responsible for leading the expansion of the library and the Council is responsible only for providing feedback about the feasibility of the Trustees' proposal. After some discussion, Director Bouda was asked to consult with department managers to provide a "wish list". Along with this, Director Bouda will research architects to help develop a needs assessment and building program statement. The Task Force plans to visit libraries in the future to get some ideas.

VI. New Business
There was no new business.

VII. Comments from Committee Members/Future Agendas
Susan O'Rourke reported on the Budget & Personnel Committee held earlier in the day in regards to the Director Evaluation tool.
There was discussion as to whether the Director Evaluation falls under the Budget & Personnel Committee or the 3 P's Committee or possibly both. Most agreed that the evaluation tool should be developed by the Budget & Personnel Committee. Since there did not seem to be consensus between committee members on the Budget & Personnel Committee it was suggested that the matter of the Director Evaluation tool be brought before the full Board.

VIII. Adjournment
Chair Emily Kelahan adjourned the meeting at 7:02 p.m.

Library Expansion Needs

- Additional parking (needed with or without expansion)
- A larger sorter or a second sorter
- Additional electrical outlets which are accessible to the public
- Relocate the Server Room to an accessible location with a controlled environment.
- Develop Study Rooms in the Children's Department for tutoring.
- Preserve access to bus transit and bicycle traffic
- Storage space
- Additional space will require additional security
- Larger workroom spaces for program prep
- Add auditorium space to accommodate crowds of 350-400.
  This space could be rented to the public.
- Additional meeting room space for the public
- Large preschool area with interactive literacy activities
- Add additional study rooms in the Adult Department for collaborative projects.
- Implement shorter adult book shelving with adequate lighting which would encourage browsing.
- More space needs to be devoted to quiet seating. A 50-seat Quiet Room is optimal.
- Teen zone is out of space. More shelving and seating are both desperately needed. Teen Zone should have see-through walls.
- Additional offices and cubes for several departments
- Additional display space, brochure racks, etc. for community information.
- Computer lab for classes and public use.
- Add tablet stations and computer literacy stations
- Multi-purpose space that could be used for science, crafting, maker space
- Adult public computer access could be divided into two areas:
  - Area 1 would cater to pop-in customers who spend a few minutes checking email, looking something up on the internet, etc.
  - Area 2 would cater to those who need quiet to concentrate on a project such as filling out a job application, composing a resume, writing a book, etc.
- Add storage space and new carpeting to the IT Department.
- Providing additional electrical outlets is a need. Our preference would be to have computer and electrical wiring run under a floating floor.
- Perhaps offer two story areas – one for story times and another for more lively entertainment
- Create usable outdoor space specifically for families, maybe with rubber turf