BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 21, 2014
5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Amended Minutes

I. Call to Order
President Jaggi called the meeting to order at 5:01 p.m.

II. Roll Call

MEMBERS PRESENT:	Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Narendra Jaggi
MEMBERS ABSENT:	Whitney Thomas, Bill Wetzel
OTHERS PRESENT:	Georgia Bouda, Laura Golaszewski, Adrienne Ives, Kathy Jeakins, Caprice Prochnow, Carol Torrens

President Jaggi stated that with no objection, he would like to move Agenda item III to after "New Business" items. There was no objection, so Agenda Item III will become Agenda item XIII.

III. Introductions/Public Comment
There were no introductions or public comments.

IV. Approval of Minutes

A. September 16, 2014

EMILY KELAHAN MOVED, PEGGY BURTON SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 16, 2014 MEETING WITH THE AMENDATION TO ITEM IX.A., 6TH PARAGRAPH. THE MOTION CARRIED UNANIMOUSLY.

B. October 1, 2014

EMILY KELAHAN MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 1, 2014 MEETING. THE MOTION CARRIED.

V. President's Report

President Jaggi requested that Board members please respond to emails from Caprice Prochnow indicating whether they will be attending meetings or not. This helps determine whether we will have a quorum or not for the meeting.

President Jaggi reported that the Mayor spoke to the Council at its last meeting about the scope of the Library Expansion Task Force that has been created. He asked that those who were present report on it. Brittany Cornell shared that Mayor Renner clarified that the Task Force is tasked with coming up with a proposal for expansion or renovation at the current location and that this is not to include anything to do with procedures or personnel. Brittany added that the Mayor suggested a timetable of nine months. Brittany shared that the Mayor also stated that, of course, library staff would be invited to all of the meetings and that the Task Force was expected to abide by the Open Meetings Act.

President Jaggi shared that the 3 P's Committee report indicates that the 3 P's Committee has recommended that the Board use Deb Halperin as a facilitator for one of our sessions in the future. He suggested the November 18 Board meeting. After some discussion, it was agreed to have Deb Halperin as a facilitator at the November 18 Board meeting. Once the regular Board business is finished, pizza or sandwiches will be provided and Deb Halperin's presentation will commence.

President Jaggi stated that he would like the 3 P's Committee to consider compensation for Deb Halperin. He suggested an honorarium for her. Emily Kelahan, 3 P's Chair stated that she was agreeable to discussing the honorarium issue now rather than waiting for the 3 P's meeting. After some discussion, it was decided that the honorarium amount would be $400, and the approval for the honorarium will be placed at the beginning of the agenda for the November 18 Board Meeting.

VI. Director's Report

Director Bouda shared that Golden Prairie Public Library District will donate $50,000 towards the cost of the new bookmobile and thanked Adrienne Ives for their donation.

President Jaggi reviewed that the Library had budgeted $200,000 for a new bookmobile and the actual cost is around $250,000.

VII. Brief Presentation by Adult Services Manager Carol Torrens

Carol Torrens stated that she has been a librarian for 27 years and she continues to be amazed by what libraries have to offer. Carol reviewed the services offered by Adult Services and talked a little bit about the Illinois Collection, the Pantagraph on microfilm, genealogical research, the Digital Media Lab, the Teen Zone, interlibrary loans, and the various Adult and Teen programs offered by the Library. Carol stated that those that work the Reference Desk help everyone whether it is in person, on the phone, or via email.

VIII. Fiscal Report

Kathy Jeakins entertained questions.

IX. Approval of Bills

PEGGY BURTON MOVED, EMILY KELAHAN SECONDED, TO APPROVE THE BILLS LIST FROM SEPTEMBER 2014. THE MOTION CARRIED.

See Attachment "2014.10"

X. Committee Reports

A. Budget & Personnel Committee

1. Consideration of Modifications to Director Evaluation Form and/or Process

In Bill Wetzel's absence, President Jaggi invited Susan O'Rourke to summarize what transpired at the Budget & Personnel Committee meeting.

Susan stated that the committee was unable to come to any consensus on the Director evaluation tool at the October 1 meeting.

President Jaggi reviewed once again that the revising of the Director evaluation may not just fall to the Budget & Personnel Committee as it involves a new procedure and a new document which is appropriate for the 3 P's Committee to consider.

Emily Kelahan suggested the Board needs to examine the committee structure making sure that it is effective and work is distributed equally.

Narendra Jaggi stated that his sense is that a new Director Evaluation tool is desired and he proposed that the Board make a commitment to make this a full Board discussion. Since Deb Halperin is scheduled for the November meeting, time should be allotted at the December meeting for this.

There was much discussion in regards to this proposal covering the same concerns about the evaluation tool that have been discussed before.

President Jaggi stated that the extent and quality of disagreement and dissension is such that it would be helpful to have a consultant to guide the Board on the evaluation tool. Between now and the next Board meeting he will work on finding a professional to help the Board with revising the evaluation instrument and addressing the issue of whether the Board can delay the delivery of the instrument to later in the year.

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

1. Recommend that the Board Secretary Respond to Board Directed Emails on Behalf of the Board

President Jaggi reviewed that the 3 P's Committee unanimously supports the practice of relying upon the Board Secretary to respond to Board directed emails on behalf of the Board.

THE 3 P'S COMMITTEE MOVED, NO SECOND NEEDED, THAT THE SECRETARY OF THE BOARD SHALL RESPOND TO EMAILS ADDRESSED TO THE BOARD ON BEHALF OF THE BOARD, MAKING SURE TO EXPRESS TO THE RECIPIENT ONLY THE PROCESS BY WHICH HIS/HER QUESTION OR CONCERN WILL BE ADDRESSED AND NOT A POSITION ON THE QUESTION OR CONCERN UNLESS THE QUESTION OR CONCERN IS RELATED TO A

MATTER ABOUT WHICH THE BOARD HAS ALREADY DELIBERATED AND REACHED A POSITION EITHER THROUGH CONSENSUS OR A VOTE. THE MOTION CARRIED UNANIMOUSLY.

XI. Unfinished Business

There was no unfinished business.

XII. New Business

A. Accept Bid for Outreach Conference Room Wall

NARENDRA JAGGI MOVED, EMILY KELAHAN SECONDED, TO AWARD THE CONTRACT FOR THE OUTREACH CONFERENCE ROOM WALL TO TARTER CONSTRUCTION, LLC IN THE AMOUNT OF $36,208.00.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Narendra Jaggi

NAYES: None

ABSENT: Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.A."

B. Approval of FY15 Maintenance & Operating Budget Amendment

President Jaggi shared that at mid fiscal year a $50,000 Grant was received and these additional funds are being distributed into the different budget lines, so therefore the budgets need to be amended and approved by the Board.

EMILY KELAHAN MOVED, CATHY PRATT SECONDED, TO APPROVE THE FY15 MAINTENANCE & OPERATING BUDGET AMENDMENT, TO INCREASE TOTAL EXPENSES AND TOTAL REVENUES BY $7,050.00.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Narendra Jaggi

NAYES: None

ABSENT: Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.B."

C. Approval of FY15 Fixed Asset Budget Amendment

CATHY PRATT MOVED, MONICA BRIGHAM SECONDED, TO APPROVE THE FY15 FIXED ASSET BUDGET AMENDMENT, TO INCREASE TOTAL EXPENSES AND TOTAL REVENUES BY $42,950. 00.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Narendra Jaggi

NAYES: None

ABSENT: Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.C."

Cathy Pratt left at 6:11 p.m.

D. Approval of FY15 Project Next Generation Budget Amendment

President Jaggi shared that the Library had budgeted $12,500 for Project Next Generation, but the Library was awarded $15,000, so the budget has been amended to reflect this.

PEGGY BURTON MOVED, EMILY KELAHAN SECONDED, TO APPROVE THE FY15 PROJECT NEXT GENERATION BUDGET AMENDMENT, TO INCREASE TOTAL REVENUES AND TOTAL EXPENSES BY $2,500.00.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Narendra Jaggi

NAYES: None

ABSENT: Cathy Pratt, Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.D."

E. Waive Three Quote Requirement for Security Gates

Director Bouda shared that the security gate at the entrance is being replaced with an upgraded double gate that will work with more advanced security tagging. She went on to say, the motivation for this is the move to stingray security tags for the audio visual material, as the 3M un-lockers are always jamming and breaking down.

SUSAN O'ROURKE MOVED, EMILY KELAHAN SECONDED, TO WAIVE THE THREE QUOTE REQUIREMENT FOR REPLACEMENT SECURITY GATES TO BIBLIOTHECA IN THE AMOUNT OF $9,035.00.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Narendra Jaggi

NAYES: None

ABSENT: Cathy Pratt, Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.E."

XIII. Executive Session - Review Executive Session Recordings and Discuss a Personnel Matter

EMILY KELAHAN MOVED, SUSAN O'ROURKE SECONDED, TO GO INTO EXECUTIVE SESSION TO REVIEW EXECUTIVE SESSION RECORDINGS AND DISCUSS A PERSONNEL MATTER.

AYES: Monica Brigham, Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Narendra Jaggi

NAYES: None

ABSENT: Cathy Pratt, Whitney Thomas, Bill Wetzel

THE MOTION CARRIED UNANIMOUSLY.

Monica Brigham left at 6:15 p.m.

At 6:15 p.m., the Board went into Executive Session.

At 7:02 p.m., the Board resumed regular session. President Jaggi stated that no action was taken during Executive Session.

XIV. Future Agendas/Comments from Board Members

There were no comments from Board Members.

XV. Adjournment

President Jaggi adjourned the meeting at 7:04 p.m.