BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 20, 2020
5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting took place virtually, via ZOOM, as well as in the William Wetzel Reading Room at the Bloomington Public Library.

Minutes

I. Call to Order
President Westerhout called the meeting to order at 5:31 p.m.

II. Roll Call

Trustees Present via Zoom:	John Argenziano, Alicia Henry, Dianne Hollister, Van Miller (arrived at 5:32 p.m.), Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout
Trustees Absent:	Alicia Whitworth
Others Present via Zoom:	Joe Huberty, Kathy Jeakins
Others Physically Present:	Jeanne Hamilton, Caprice Prochnow

III. Introduction of Public
There were no public present.

IV. Public Comment
There were no public comments.

V. Work Session with Engberg Anderson
Joe Huberty shared that it has taken a few months, but the designs are reflecting the goals that were set up at the beginning of the project. He walked the Trustees through the basics that constitute the framework of what would be shared with City Council in the near future. A main point was introducing an entrance that relates towards downtown as well as an entrance that relates with the parking zone; more parking, a drive-thru book drop-off and drive-thru book pick up. The overall project would allow for remodeling both the first and second floors, extending the library to the west and adding a third floor on the northwest corner. Which would allow for more seating, meeting rooms, study rooms, additional story room, computer lab, larger quiet reading room, and larger teen area. Along with this, there would be a sizeable collection increase with lower shelving and more spacious aisles. There would also be a new storm water management system that would run under the parking lot.
Joe proceeded to go through the Design Workshop 4 diagrams with the Trustees. Along with this, he reviewed the preliminary cost models.
Joe entertained questions and comments from the Trustees. There was discussion on the models and which to present to Council for approval. The consensus was to go with option D, eliminating features if necessary based on Council feedback.

VI. President's Report

President Westerhout reported that we continue a pace and look forward to a bright tomorrow.

VII. Director's Report

Jeanne Hamilton, Director, shared that there is an uptick on circulation, and not just contributed to eResources. She went on to say that we are still at about half of what are normal traffic numbers have been in the past, but this is a safe number.
Jeanne stated that in Spring of 2019, the 3P's Committee was working on the Vision and Mission Statements and strategic goals, and asked if the committee wanted to start working on this again. The consensus from the committee was yes, but wait until early Spring of 2021.

VIII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that the budget should be at 42%, with actual Revenues at 90% and actual Expenditures at 33%. She shared that another Property Tax distribution was received, which still leaves the balance about $108,000 short at this time. There should be one or two additional distributions to be received. She entertained questions.

IX. Consent Agenda

A. Approve Minutes of September 15, 2020 Regular BPL Board Meeting
B. Approve Bills List of September 2020

MATT WATCHINSKI MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE CONSENT AGENDA.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Nayes: None

Absent: Alicia Whitworth

The motion carried unanimously.

X. Approval Items

A. Approve the Purchase of Content Management and Website Hosting Services

Jeanne Hamilton shared that until very recently the library had a full-time Webmaster on staff that did the coding by hand, but there was an opportunity to switch that person to a new role. With this, the library would like to switch to a content management system, which will require a lot less staff time. Jeanne stated that the recommendation is Library Market, which is the company that provides the events calendar and reservation software, and we have been very pleased with them. She went on to say that their price point is very good and they offer a lot of features that are specific to libraries, which should be very suitable.
There was discussion about whether a local company would be preferable for this service rather than one located out of state.

VAN MILLER MOVED, MATT WATCHINSKI SECONDED, TO APPROVE THE PURCHASE OF CONTENT MANAGEMENT AND WEBSITE

HOSTING SERVICES WITH LIBRARY MARKET FOR THE ONE YEAR COST OF $16,200.00.

Ayes: Alicia Henry, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Nayes: John Argenziano, Dianne Hollister

Absent: Alicia Whitworth

The motion carried.

B. Approve FY22 Maintenance & Operating Budget
Catrina Parker shared that the Budget & Personnel Committee met and reviewed the proposed budget.
Jeanne Hamilton shared that she and Kathy tried to be very cautious when developing this budget as there are so many unknowns. They referred to actual expenditures for the full year of FY20 rather than the partially complete budget year of FY21, when developing this.
Kathy shared the reasoning behind the line item on the capital funds. She entertained questions.

JOHN ARGENZIANO MOVED, VAN MILLER SECONDED, TO APPROVE THE FY22 MAINTENANCE & OPERATING BUDGET.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Nayes: None

Absent: Alicia Whitworth

The motion carried unanimously.

C. Approve FY22 Fixed Asset Budget
Kathy Jeakins shared that this next fiscal year, the backup server and the techmobile are included in the budget. She shared that John Argenziano had the great suggestion of contacting Rivian to see if they would consider working with the library on a techmobile.

MATT WATCHINSKI MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE FY22 FIXED ASSET BUDGET.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Nayes: None

Absent: Alicia Whitworth

The motion carried unanimously.

D. Approve the Retention of the Confidentiality of Executive Session Minutes
Jeanne Hamilton shared the list of executive session minutes and what subject matter may have been discussed. She recommended maintaining the confidentiality of the executive session minutes.

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE RETENTION OF THE CONFIDENTIALITY OF EXECUTIVE SESSION MINUTES.

Ayes:	John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout
Nayes:	None
Absent:	Alicia Whitworth

The motion carried unanimously.

E. Approve the Destruction of Executive Session Recordings Prior to 4/20/19
Jeanne stated that after 18 months, the recordings of executive session minutes can be destroyed, but the written minutes are retained. She shared the list of session recordings that could be destroyed.

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE DESTRUCTION OF EXECUTIVE SESSION RECORDINGS PRIOR TO 4/20/19.

Ayes:	John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout
Nayes:	None
Absent:	Alicia Whitworth

The motion carried unanimously.

XI. Discussion Items

A. Election Day
President Westerhout shared that he and Jeanne Hamilton had discussed the option of closing the library on election day but concluded that there are plenty of opportunities for staff to vote and the library can be a valuable source of information for voters on election day.

B. Library Expansion
President Westerhout stated that we are getting ever closer.

Van Miller departed the meeting at 7:06 p.m.

XII. Comments from Board of Trustees

Dianne Hollister stated that she appreciated being sent to ILA and shared she attended a few of the Equity, Diversity, and Inclusion sessions.

XIII. Adjournment

MATT WATCHINSKI MOVED, JOHN ARGENZIANO SECONDED, TO ADJOURN THE MEETING.

Ayes:	John Argenziano, Alicia Henry, Dianne Hollister, Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout
Nayes:	None
Absent:	Van Miller, Alicia Whitworth

The motion carried unanimously.

President Westerhout adjourned the meeting at 7:09 p.m.