BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Tuesday, October 20, 2015
5:15 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 5:22 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.

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

II. Roll Call

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| MEMBERS PRESENT: | Emily Kelahan, Van Miller, Susan O'Rourke (by phone), Robert Porter (arrived at 5:30 p.m.), Mike Raikes, Carol Koos |
| MEMBERS ABSENT: | Alex Cardona, Whitney Thomas |
| OTHERS PRESENT: | Georgia Bouda, Kathy Jeakins, Caprice Prochnow, Carol Torrens, Gayle Tucker |

III. Introductions
President Koos introduced Gayle Tucker, HR Manager, Carol Torrens, AS Manager and Kathy Jeakins, Business Manager.

IV. Public Comment
There were no public comments.

V. Approval of Minutes
A. September 15, 2015

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 15, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

See attachment "2015.09"

VI. President's Report

President Koos stated that pursuant to our adopted Parliamentary Procedures, which are Robert's Rules of Order, that everyone is allowed to speak 10 minutes per topic until everyone on the Board has spoken, then anyone who has spoken will be allowed another 10 minutes to speak. If a topic really does need further discussion, then perhaps the topic should go to a committee, then a motion can be made to commit, and the Board would vote on it.

President Koos shared that Susan O'Rourke anticipates missing ILA Trustee Day due to illness and is offering her registration to any Trustee that is interested.

President Koos want to thank staff for all their hard work that is reflected within their monthly reports. She went on to say, that staff had been remiss in leaving their names off the reports as Emily Kelahan had requested, but this will be remedied next month.

VII. Director's Report

Director Bouda shared that the Library is scheduled for a Work Session at the City on Monday, October 26 to present the Library's budgets and tax levy request. She asked that either Carol Koos or Robert Porter join her for this.

Director Bouda reviewed the setup and what she would like to see happen at the Farnsworth Visioning Session with the community on Thursday, October 29 in the Community Room. She shared the questions that will be used for this session.

Director Bouda shared that the City is struggling with the Sick Leave Buyback Program, whihc depending on what is decided, will affect the Library. She stated that the City would like the Board to adopt language that would limit sick leave buy back for future classified employees. There was some discussion and it was decided to put this on the agenda for approval next month.

Director Bouda will be on vacation from November 2 through November 7, so any Committee meetings normally held during this time, would need to be scheduled for a different time.

VIII. Fiscal Report

Kathy Jeakins reviewed the financial report included in packet. She entertained questions.

IX. Approval of Bills

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO APPROVE THE BILLS LIST FROM SEPTEMBER 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

Robert Porter shared that the Committee met on September 22 to review the three budgets to go before City Council. Robert asked that Kathy give a quick review of each budget and answer any questions.

1. Recommend Approval of FY 17 Project Next Generation Budget

Kathy Jeakins reviewed that the PNG budget is a grant that is received from the State that helps teens with technology.

ROBERT PORTER MOVED, NO SECOND NEEDED, TO APPROVE THE FY17 PROJECT NEXT GENERATION BUDGET.

AYES: EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See attachment "X.A.1."

2. Recommend Approval of FY 17 Fixed Asset Budget
Kathy Jeakins reviewed that this budget is for any major purchase such as a vehicle, furniture, and computer equipment that is over $5,000.00.

ROBERT PORTER MOVED, NO SECOND NEEDED, TO APPROVE THE FY17 FIXED ASSET BUDGET.

AYES: EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See attachment "X.A.2."

3. Recommend Approval of FY 17 Maintenance & Operating Budget
Kathy Jeakins reviewed that this is flat with no increase in property tax, but in the tweaking of some things there is actually an increase of about $42,000.00 in revenues.
Director Bouda stated that the Per Capita question this year is in regards to whether the Library feels that they are doing educational programs to meet our community's needs and are we comfortable with the amount of money we are spending. She distributed both the fall program schedule and bookmobile schedule. Director Bouda stated that in the last fiscal year, the Library spent about $35,000 on programming. She went on to say that she would be asking the Board for more money, if she thought there was a need for additional funds for programming.

ROBERT PORTER MOVED, NO SECOND NEEDED, TO APPROVE THE FY17 MAINTENANCE & OPERATING BUDGET.

AYES: EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See attachment "X.A.3."

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

The 3 P's Committee did not meet.

President Koos shared that the Board should charge the 3 P's Committee with establishing rules of procedure for committees. There was some discussion on this.

President Koos asked that the 3 P's Committee develop a standard of rules for the committees.

C. Bookmobile Ad Hoc Committee

In Alex Cardona's absence, President Koos shared what transpired at the Ad Hoc meeting on October 6. She also distributed a draft of the minutes that Alex had sent to her. There was some discussion on what the committee is tasked with and a time frame as to how long it will take to accomplish them.

XI. New Business

A. Waive Three-Quote Requirement for Downloadable Magazine Service

Director Bouda shared that this is for Zinio which is the platform service that provides the electronic magazines.

JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO APPROVE WAIVING THE THREE-QUOTE REQUIREMENT AND AUTHORIZE PAYMENT TO RENEW THE SERVICE FOR DOWNLOADABLE MAGAZINE SERVICE TO RECORDED BOOKS, INC. FOR THE SUM OF $5,400.00 FOR THE RENEWAL PERIOD FROM OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016.

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

See attachment "XI.A."

B. Waive Three-Quote Requirement for Downloadable Magazine Titles

Director Bouda shared that this is for the actual magazine titles that are selected from the Zinio service.

JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO APPROVE WAIVING THE THREE-QUOTE REQUIREMENT AND AUTHORIZE PAYMENT FOR DOWNLOADABLE MAGAZINE TITLES TO RECORDED BOOKS, INC. FOR THE CHOSEN TITLES AS LISTED IN THE AMOUNT OF $5,535.77 FOR THE RENEWAL PERIOD FROM OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016.

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| AYES: | EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS |
| NAYES: | NONE |

ABSENT: ALEX CARDONA, WHITNEY THOMAS

THE MOTION CARRIED UNANIMOUSLY.

See attachment “XI.B.”

C. Approve Changing BPL Board Meeting Start Time to 5:30 p.m.
President Koos asked the Trustees if they would like to move the meeting time to 5:30 or possibly a later time. There was some discussion.

SUSAN O’ROURKE MOVED, VAN MILLER SECONDED, TO APPROVE CHANGING THE STANDING MEETING TIME FOR THE BPL BOARD FROM 5:15 P.M. TO 5:30 P.M., EFFECTIVE FOR THE NOVEMBER 17, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

XII. Unfinished Business

A. Development of Strategic Plan and Possible Approval of Draft Plan
President Koos stated that the Board is essentially looking at five goals for the Strategic Plan that need to be fleshed out and it needs to be decided how the Board would like to go about doing this. There are a number of ways this could be accomplished, either by the full Board or the 3 P’s Committee, along with input from staff. President Koos stated that with goal number one, they should definitely consider working with a facilitator. She went on to say that Diana Hauman is a professional facilitator and she would be willing to meet with the Board to help them with goal number one.
There was much discussion as to whether what was presented as a draft of the Strategic Plan is adequate to start with, whether a facilitator is needed to assist with this, and if so, perhaps a professional under contract should be considered, and make sure that they are aware of what the objective is, and whether Board and staff should meet together or separately.
President Koos proposed that they ask Diana Hauman to work with the Board on the first goal sometime before the holidays and see how that goes.
There was consensus that the facilitator would meet with the Board and the Director and then the Director would share progress with the Management Team.
Director Bouda will contact Diana Hauman for possible meeting dates to work on goal number one and to share with Diana that objectives number one and three are what the Board is trying to accomplish.

MIKE RAIKES MOVED, EMILY KELAHAN SECONDED TO TABLE ITEMS XII.B., XII.C. AND XII.D. THE MOTION CARRIED UNANIMOUSLY.

B. Discussion of Current Goals for the Director
C. Discussion of Electronic Communication Among Board Members
D. Discussion of Purpose of Committee Meetings

XIII. Comments from Board Trustees
Director Bouda shared that Farnsworth would like to get a date set for the Trustees Input Session sometime after the Community Input Session. She went on to say that the meeting would most likely last three to four hours. There was some discussion as to whether an evening meeting or a Saturday would be better. Proposed dates are November 11,

December 1, 2, 3 or 5. Director Bouda will share these dates with Farnsworth to see if any of these will work, and then let the Trustees know if any of these dates are possible.

XIV. Adjournment

JULIAN WESTERHOUT MOVED, EMILY KELAHAN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:33 p.m.