

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, October 18, 2016

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 5:33 p.m.

President Koos shared that Whitney Roberson is unavailable to attend this evening as she is still recovering from surgery, and asked that she be able to join the meeting by phone.

ROBERT PORTER MOVED, ALEX CARDONA SECONDED, TO ALLOW WHITNEY ROBERSON TO JOIN THE MEETING BY PHONE. THE MOTION CARRIED UNANIMOUSLY.

II. Roll Call

TRUSTEES PRESENT: Alex Cardona, Alicia Henry, Robert Porter, Mike Raikes, Whitney Roberson (by phone), Alicia Whitworth, Carol Koos

TRUSTEES ABSENT: Van Miller, Julian Westerhout

OTHERS PRESENT: Lynn Gray, Jeanne Hamilton, Kathy Jeakins, Maria Nagle, Caprice Prochnow, Marcie Shaffer, Carol Torrens

III. Introduction of Public

President Koos introduced those present.

IV. Public Comment

There were no public comments.

V. Highlight of Library Services

Voter Registration Service Presented by Marcie Shaffer, Adult Services Librarian
Marcie Shaffer, Adult Services Librarian, gave a brief presentation on the Voter Registration Service that is offered by the Library.

VI. Consent Agenda

A. Recommend Approval of Minutes of September 20, 2016 Regular BPL Board Meeting

B. Recommend Approval of Bills List of September 2016

ROBERT PORTER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

- VII. Executive Session – Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21)
President Koos stated that since Whitney is not physically present, and cannot review the transcript of the minutes, she would like to table this until next month.
ROBERT PORTER MOVED, ALEX CARDONA SECONDED, TO TABLE THE EXECUTIVE SESSION TO REVIEW MINUTES OF EXECUTIVE SESSIONS. THE MOTION CARRIED UNANIMOUSLY.
- VIII. President's Report
A. Appointment of New Member to Foundation Board
President Koos shared that Duncan Funk has resigned from the Foundation Board, and she is recommending Bill Zimmerman to fill the seat. She shared a brief bio on Bill Zimmerman with the Trustees.
MIKE RAIKES MOVED, ROBERT PORTER SECONDED, TO APPROVE THE APPOINTMENT OF BILL ZIMMERMAN TO THE FOUNDATION BOARD. THE MOTION CARRIED UNANIMOUSLY.
- IX. Director's Report
Director Hamilton shared that a second draft of the Program of Spaces from Farnsworth Group was received just yesterday. She went on to say, that this document is over 100 pages, and that it reflects the square footage of each of the spaces that a new library or expansion should have. Director Hamilton shared that she and Carol have discussed this, and decided that the document will be sent electronically to all Trustees to review, and any comments on the document can be directed to her by October 31. She continued, that she will then get any comments to Farnsworth, and then they can start the next phase, which is Conceptual Design. Director Hamilton shared that early December should be when the next phase begins. Director Hamilton stated that September was National Library Card Signup and the Library had quite a few promotions for this. She went on to say that there were 100 more card signups this September than last. Director Hamilton asked if the Trustees are still interested in having attachments from the previous Board meeting included with the Minutes in the packet. The consensus is that the attachments from the previous month no longer need to be included in the packet.
- X. Fiscal Report presented by Kathy Jeakins, Business Manager
Kathy Jeakins stated that Expenditures are almost 41% and Revenues are about 95%. She entertained questions.
- XI. Committee Reports and Discussion
A. Budget & Personnel
1. Robert Porter, Chair, Report on Committee Business
Robert Porter, Chair reported that the Committee met on October 4 to review the budgets for FY18. He shared that the Committee will not be meeting unless there is a need as directed by the Board.
Kathy Jeakins reviewed both budgets with the Trustees, and entertained questions.
2. Recommend Approval of Fixed Asset Budget for FY18
ROBERT PORTER MOVED, NO SECOND NEEDED TO APPROVE THE FIXED ASSET BUDGET FOR FY18.

AYES: ALEX CARDONA, ALICIA HENRY, ROBERT PORTER, MIKE RAIKES,
WHITNEY ROBERSON, ALICIA WHITWORTH, CAROL KOOS

NAYES: NONE

ABSENT: VAN MILLER, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

3. Recommend Approval of Maintenance & Operating Budget for FY18
ROBERT PORTER MOVED, NO SECOND NEEDED TO APPROVE THE MAINTENANCE
& OPERATING BUDGET FOR FY18.

AYES: ALEX CARDONA, ALICIA HENRY, ROBERT PORTER, MIKE RAIKES,
WHITNEY ROBERSON, ALICIA WHITWORTH, CAROL KOOS

NAYES: NONE

ABSENT: VAN MILLER, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

- B. Planning, Policies & Programs (3 P's)
 1. Julian Westerhout, Chair, Report on Committee Business
Julian Westerhout was not present, and President Koos reported that the Committee did not meet in October.

XII. New Business

A. Approve Surplus List

Director Hamilton shared that this is an outdated microfilm scanner that will be donated. This is the last of the older models, all of the other scanners have been replaced over the last few years.

ROBERT PORTER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE SURPLUS LIST. THE MOTION CARRIED UNANIMOUSLY.

B. Approve the Waiving of Three-Quote Requirement for Purchase of New Reader/Printer in the amount of \$9,995.34

Director Hamilton stated that this unit will match the other three that we currently have that were purchased over the last few years.

There was some discussion on what necessitates the waiving of the three quote requirement.

MIKE RAIKES MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE THE WAIVING OF THREE-QUOTE REQUIREMENT FOR PURCHASE OF NEW READER/PRINTER IN THE AMOUNT OF \$9,995.34.

AYES: ALEX CARDONA, ROBERT PORTER, MIKE RAIKES, WHITNEY
ROBERSON, ALICIA WHITWORTH, CAROL KOOS

NAYES: ALICIA HENRY

ABSENT: VAN MILLER, JULIAN WESTERHOUT

THE MOTION CARRIED.

C. Recommend Approval for Recommendation to Foundation for Tuition Payment from Stubblefield Trust not to Exceed \$11,000

Director Hamilton reviewed that are currently four staff that are students, and this is the request for the tuition for the spring semester.

ALEX CARDONA MOVED, ROBERT PORTER SECONDED, TO APPROVE RECOMMENDING TO FOUNDATION FOR TUITION PAYMENT FROM STUBBLEFIELD TRUST NOT TO EXCEED \$11,000.

AYES: ALEX CARDONA, ALICIA HENRY, ROBERT PORTER, MIKE RAIKES, WHITNEY ROBERSON, ALICIA WHITWORTH, CAROL KOOS

NAYES: NONE

ABSENT: VAN MILLER, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

D. Review Chapter 6, "Access," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014

Director Hamilton reviewed that each year, one of the Per Capita Grant requirements is to review a chapter of Serving Our Public Standards, and this year it is "Access". She went on to say that the Library was able to check all the boxes on the Access checklist. She entertained questions.

XIII. Comments from Board of Trustees

Robert Porter shared that WGLT reported on the Bloomington Public Library's Outreach efforts in getting library cards to all District 87 students. He went on to commend Director Hamilton and all Library staff on their efforts to get this accomplished.

XIV. Adjournment

ALEX CARDONA MOVED, MIKE RAIKES SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:27 p.m.