

BLOOMINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

Tuesday, October 17, 2017

5:30 p.m.

William C. Wetzel Reading Room  
205 E. Olive Street, Bloomington, IL 61701

Minutes

- I. Call to Order  
President Cardona called the meeting to order at 5:32 p.m.
- II. Roll Call  
MEMBERS PRESENT: Alicia Henry, Dianne Hollister, Van Miller (arrived 5:41 p.m.), Susan Mohr, Alicia Whitworth, Alex Cardona  
  
MEMBERS ABSENT: Kiasha Henry, Mike Raikes, Julian Westerhout  
  
OTHERS PRESENT: Julie Emig, Jeanne Hamilton, Kathy Jeakins, Maria Nagle, Aleshia Phifer, Caprice Prochnow, Hari Rebba
- III. Introduction of Public  
Aleshia Phifer, Circulation Library Technical Assistant and Book Shoppe Volunteer Coordinator, Maria Nagle, Pantagraph, Hari Rebba, McLean County Cultural Leadership Program, Julie Emig, McLean County Cultural Leadership Program
- IV. Public Comment  
There were no public comments.
- V. Highlight of Services: Book Shoppe, Presented by Aleshia Phifer  
Aleshia Phifer, Book Shoppe Volunteer Coordinator, shared with the Trustees that the Book Shoppe was established in 2012 and gave a brief history on the Book Shoppe. Aleshia and the Trustees proceeded to the Book Shoppe, where she shared the process of how the items come to the Book Shoppe, what items make it to the shelf, how pricing is determined, and the role that volunteers play in the whole process.
- VI. Consent Agenda
  - A. Recommend Approval of Executive Session Minutes of April 22, 2016, May 4, 2016, May 9, 2016, April 18, 2017, and August 15, 2017
  - B. Recommend Approval of Minutes of September 19, 2017 Regular BPL Board Meeting
  - C. Recommend Approval of Bills List of September 2017  
VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE CONSENT AGENDA WITH THE EMENDATION TO THE MEETING DATE MINUTES LISTED ON THE AGENDA, WHICH SHOULD BE SEPTEMBER 19 RATHER THAN SEPTEMBER 17. THE MOTION CARRIED UNANIMOUSLY.

VII. President's Report

President Cardona encouraged the Trustees to read the Trustee article that was sent out to them. Along with this, he encouraged the Trustees to be aware of the shift in City personnel, which could certainly affect the Library, and what we are looking to accomplish.

VIII. Director's Report

Director Hamilton stated that she wanted to follow up on the BrainFuse online resource, (offers tutoring and resume help) that Dianne had inquired about at the last meeting. She went on to say that on average per month, 106 people use the "Help Now" (kids) and 53 people use the "Job Now" (adults), so it figures out to \$1.69 per use.

Director Hamilton shared that the Open Meetings Act ruling was received from the Public Access Counselor. They ruled that the Library violated the Open Meetings Act in June by not posting on our website, although it was posted on the building. She continued by saying that there is no remedial action to be taken, but Corporate Counsel at City will be questioning the Attorney General about a section in the law that says, if you fail to post on your website, it does not invalidate the action, which was not mentioned at all in the ruling.

Director Hamilton shared that Colleen Shaw started as the new Circulation & Outreach Manager yesterday, and she formerly was the Information Literacy Librarian at Heartland Community College.

IX. Fiscal Report Presented by Kathy Jeakins, Business Manager

Kathy Jeakins, Business Manager, reported that two Property Tax Distributions were received in September and one more is due late November or early December. She stated that Revenues are at 94% and Expenditures are at 41.5%. She entertained questions.

X. Committee Reports and Discussion

A. Budget & Personnel

Alicia Whitworth, Chair, reported that the Fixed Asset Budget and four Maintenance and Operating budgets were presented to the Committee last week, in which, the M&O budgets were narrowed down to two to present to the Board. She went on to say that the percentage increase listed on each of these solely relates to the Capital Fund balance.

1. Recommend Approval of Fixed Asset Budget

Director Hamilton shared that the \$20,000.00 listed under Office Furniture is slated for new DVD shelving, and the \$10,000 listed under Office & Computer Equipment is slated for a new microfilm machine that is up for replacement.

ALICIA WHITWORTH MOVED, NO SECOND NEEDED, TO APPROVE THE FY19 FIXED ASSET BUDGET.

AYES: ALICIA HENRY, DIANNE HOLLISTER, VAN MILLER, SUSAN MOHR, ALICIA WHITWORTH, ALEX CARDONA

NAYES: NONE

ABSENT: KIASHA HENRY, MIKE RAIKES, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

2. Recommend Approval of Maintenance & Operating Budget  
Director Hamilton stated that a brief memo was included in the packet explaining the two different budgets that have been presented for approval.  
There was some discussion.

ALICIA WHITWORTH MOVED, NO SECOND NEEDED, TO APPROVE THE FY19 3% INCREASE MAINTENANCE & OPERATING BUDGET.

AYES: ALICIA HENRY, DIANNE HOLLISTER, VAN MILLER, SUSAN MOHR, ALICIA WHITWORTH, ALEX CARDONA

NAYES: NONE

ABSENT: KIASHA HENRY, MIKE RAIKES, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

#### XI. New Business

##### A. Recommend Approval of 2018 Meeting Dates

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE THE 2018 MEETING DATES. THE MOTION CARRIED UNANIMOUSLY.

##### B. Approval of Downloadable Magazine Service and Titles in the Amount of \$13,214.38 to Recorded Books Digital (RBDigital)

Director Hamilton reviewed that this downloadable magazine service was known as Zinio until about a month ago. She went on to say that this is a popular service, with about 4,780 checkouts last year.

ALICIA WHITWORTH MOVED, VAN MILLER SECONDED, TO APPROVE THE DOWNLOADABLE MAGAZINE SERVICE AND TITLES IN THE AMOUNT OF \$13,214.38 TO RECORDED BOOKS DIGITAL (RBDigital)

AYES: ALICIA HENRY, DIANNE HOLLISTER, VAN MILLER, SUSAN MOHR, ALICIA WHITWORTH, ALEX CARDONA

NAYES: NONE

ABSENT: KIASHA HENRY, MIKE RAIKES, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

##### C. Discussion of Per Capita Grant Requirements

###### 1. Review chapters 1-5 of the Trustee Fact File Third Edition

Director Hamilton reviewed that each year, the Library has to accomplish a few tasks for the Per Capita Grant, which is through the State. Basically, this is to encourage libraries to look at areas for improvement in order to make themselves better. She went on to say that chapters 1 – 5 of the Trustee Fact File, 3<sup>rd</sup> Edition, were included in the packet for the Trustees to review. She confirmed that the Trustees present did review the chapters.

2. Select a Trustee to Watch an Online Safety Training and Report at the November Meeting

Director Hamilton asked for a volunteer to be the one Trustee that is needed to watch the online safety training webinar and then report on it at the November meeting. Dianne Hollister agreed to view the webinar. Director Hamilton will work with Dianne to set a time for the viewing.

XII. Unfinished Business

A. Discussion on Library Expansion

President Cardona reviewed the progress on this and encouraged the Trustees to be in attendance at the November 13, 2017 Council Levy meeting at 5:30 p.m., when the Maintenance & Operating Budget is presented.

Director Hamilton stated that once the packet is compiled for the Council presentation, each of the Trustees will receive a copy.

XIII. Comments from Board Trustees

Dianne Hollister shared her experience at the Illinois Library Association Trustee Day. Susan Mohr was pleased to see that the Bloomington Public Library Podcast Team presented at the ILA Conference. She also shared that Washington School sent students home with a wristband promoting their Principal presenting at Principals Read. Director Hamilton shared that the Trustees can get the program handouts from the ILA Conference by going to ILA.org and clicking on the Events tab.

XIV. Adjournment

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Cardona adjourned the meeting at 6:36 p.m.