BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, October 15, 2019

5:30 p.m.

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

Minutes

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

II. Roll Call

Trustees Present:	John Argenziano, Alicia Henry, Dianne Hollister, Catrina Parker (arrived at 5:35 p.m.), Matt Watchinski, Alicia Whitworth, Julian Westerhout
Trustees Absent:	Van Miller, Susan Mohr
Others Present:	Jeanne Hamilton, Kathy Jeakins, Maria Nagle, Caprice Prochnow

III. Introduction of Public
President Westerhout introduced Maria Nagle, Pantagraph reporter.

IV. Public Comment
There were no public comments.

V. President's Report
President Westerhout shared that someone gave him a coffee mug that commemorated the 2006 Library expansion, which he takes as a good sign of things to come. He shared that he and Director Hamilton met with Tim Gleason, City Manager, and he will share the outcome of that meeting under the Library Expansion agenda item.

VI. Director's Report
Director Hamilton shared a really nice letter from ISU Horticultural Center as Library Staff had 3D printed plate fillers for them, and they were thankful for this.
Director Hamilton shared that on October 1, Development Day for staff was held and there was a very positive response from staff. She went on to say that the day included a speaker from ISU who spoke about emotional intelligence and personalities, safety drills, department meetings, and a self-defense session.
Director Hamilton shared that today, a training session was held by Life Center for Independent Living (LIFE CIL) on Accessibility Etiquette, and afterwards, she and Caprice Prochnow did a walk-thru of the building with Conan from LIFE CIL and were given some tips on how to improve accessibility.

Director Hamilton stated that she had met with City Staff to discuss the idea of developing a two-year budget. They have decided to not move forward with the idea.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager reported that Revenues and Expenditures should be at 41.7%. Revenues are at 97% and Expenditures are at 38.6%. Two Property Tax distributions have been received. The State Library has not communicated as to when the Per Capita Grant monies should be arriving. She entertained questions.

VIII. Consent Agenda

A. Approve Minutes of September 17, 2019 Regular BPL Board Meeting
B. Approve Executive Session Minutes of April 16, 2019
C. Approve Bills List of September 2019

ALICIA WHITWORTH MOVED, MATT WATCHINSKI SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

IX. Action Items

A. Approve Fixed Asset Budget Amendment FY20-01

Director Hamilton stated that the proposed amendment to the Fixed Asset budget is due to moving forward with both a replacement sorter and a tractor this year. She went on to say that the expected life span of the sorter was 5 years, but in being fiscally conservative and with the ability to keep it running, it has been maintained for 10 years. While the monies remained in the Fixed Asset Fund, after several years it was left off of the Fixed Asset Budget. The tractor was not anticipated in the Fixed Asset Budget as it was originally below the $5,000 fixed asset threshold.

MATT WATCHINSKI MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE FIXED ASSET BUDGET AMENDMENT FY20-01.

AYES: John Argenziano, Alicia Henry, Dianne Hollister, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

NAYES: None

ABSENT: Van Miller, Susan Mohr

THE MOTION CARRIED UNANIMOUSLY.

B. Approve FY21 Maintenance & Operating Budget

Alicia Henry, Budget & Personnel Committee Chair, shared that the committee had detailed discussion regarding line items with noticeable differences from last year's budget with Director Hamilton and Kathy Jeakins, Business Manager. She entertained questions.

MATT WATCHINSKI MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE FY21 MAINTENANCE & OPERATING BUDGET.

AYES: John Argenziano, Alicia Henry, Dianne Hollister, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

NAYES: None

ABSENT: Van Miller, Susan Mohr

THE MOTION CARRIED UNANIMOUSLY.

C. Approve FY21 Fixed Asset Budget
Director Hamilton stated that items on the Fixed Asset Budget cycle through and the 2021 budget includes a server replacement on the computer equipment line. There are no other anticipated fixed asset purchases.

DIANNE HOLLISTER MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE FY21 FIXED ASSET BUDGET.

AYES: John Argenziano, Alicia Henry, Dianne Hollister, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

NAYES: None

ABSENT: Van Miller, Susan Mohr

THE MOTION CARRIED UNANIMOUSLY.

X. Discussion Items

A. Discuss Per Capita Grant Requirements

i. Review Chapters 11– Appendices of the Trustee's Fact File Third Edition
Director Hamilton shared that on pages 73 and 74 of the appendices that the library systems listed are incorrect as now there are only three of them. There is the Chicago Public Library System, Illinois Heartland System and RAILS system. She reviewed the Per Capita Grant application for those Trustees that are new. She stated that her summary after reviewing these chapters is with the fundraising and advocacy, that some tips can be used. There was some discussion about what was read.

ii. Select a Trustee to Watch an Online Webinar about Organizational Management and Report at the November Meeting
Director Hamilton stated that a Trustee is required to view an online webinar on Organizational Management, and John Argenziano volunteered to view this and report on it at the November Board meeting.

iii. Select a Trustee to Review Services Provided by the Digital Public Library of America and the Illinois Digital Archives and Report at the November Meeting
Director Hamilton stated that a volunteer is also needed to review services provided by the Digital Public Library of America and the Illinois Digital Archives, and Catrina Parker volunteered to review these and report on it at the November Board meeting.

B. Discuss Library Expansion
President Westerhout stated that he and Director Hamilton met with Tim Gleason, City Manager, to get the sentiment of the City Council and Mayor on a library expansion, before the next step is taken. The next step being, releasing a Request for Qualifications (RFQ)

for new architectural plans. He went on to say that Tim Gleason understands that the Council is in support of some sort of expansion, but not sure the size of the expansion.
Director Hamilton stated that as far as a timeline, it is possible to award a contract to an architect firm at the January Board meeting. She went on to say that the RFQ could be released yet this week.
There was discussion as to whether a Committee should be formed or the whole board be the ones to select an architect firm. The Board concluded that the decision should be made by the full Board.
Director Hamilton reviewed the steps of the process of selecting an architect firm. She went on to say that the statements from the firms should be received the week before Thanksgiving, allowing time to review the submissions before the December Board meeting. Then, at the December Board meeting, it would be decided which firms would be interviewed. The interviews would be conducted sometime between January 5 and January 18, 2020, with the contract being awarded at the January Board meeting. Director Hamilton shared that in the past, the interviews were conducted on a Saturday, but can also be on a weeknight with all together or separately. She went on to say that last time, there were three firms, and they were all interviewed on the same day. There was some discussion on this.

XI. Comments from Board of Trustees

President Westerhout shared that he and Director Hamilton met with a real estate developer who proposed that the Library relocate to the old Macy's building, occupying the first floor and rent out the second floor. It was concluded that there were a lot of factors that would make this not an ideal location for the library.
Alicia Henry shared that the Budget & Personnel Committee meeting will be held on Tuesday, November 5 at 5:30 p.m. to discuss and revise the Director's Evaluation tool.
Dianne Hollister shared that the Chicago Public Library has gone fine-free.
Director Hamilton shared that she and Colleen Shaw, Circulation & Outreach Manager, will be presenting on the Fresh Start Program at ILA next week. They are on a panel with Champaign Public Library that will be presenting on automatic renewals and Decatur Public Library that will be presenting on being fine-free. She went on to say that she and Colleen will share their presentation, along with their thoughts for the future as well, at the November Board meeting.
John Argenziano shared that the evaluation tool could be moved to SharePoint this year, and it will do the math for the form. He went on to ask if any other Trustees were planning on attending the upcoming RAILS Workshop this weekend.

XII. Adjournment

ALICIA WHITWORTH MOVED, DIANNE HOLLISTER SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:21 p.m.