Bloomington Public Library
Board of Trustees Meeting

October 15, 2013
4:30 p.m.

Minutes

I. Call to Order
President Jaggi called the meeting to order at 4:30 p.m.

II. Roll Call

MEMBERS PRESENT:	Patsy Bowles, Peggy Burton, Narendra Jaggi, Emily Kelahan, Jan Kibler, Carol Koos (arrived at 4:36 p.m.), Joni Painter, Cathy Pratt, Bill Wetzel
MEMBERS ABSENT:	None
OTHERS PRESENT:	Georgia Bouda, Adrienne Ives, Kathy Jeakins, Caprice Prochnow, Rachel Wells

III. Introductions/Public Comment
President Jaggi introduced Rachel Wells, Pantagraph, and Adrienne Ives.

IV. Approval of Minutes
A. September 17, 2013
PATSY BOWLES MOVED, JAN KIBLER SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 17, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

B. October 1, 2013
JAN KIBLER MOVED, PATSY BOWLES SECONDED, TO APPROVE THE MINUTES FROM THE OCTOBER 1, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
President Jaggi shared that a letter had been received from the Assistant Attorney General of the Public Access Bureau regarding a complaint filed by Diane Benjamin that alleged the Library Board had violated the Open Meetings Act. He went on to say that in fact, Ms. Benjamin was misinformed as the Agenda was posted both in the Library and on the website and the press was notified in a timely manner. Additionally, members of the press and public were present, which provides evidence that indeed the Agenda had been posted. President Jaggi shared that the complaint also claimed that the room in which the Board meets is not accessible to the public as the room is behind a door that only library staff have access to. A security person must allow access for those attending the meetings. President Jaggi would like the 3 P's Committee to discuss options for this.

VI. Director's Report
Director Bouda had nothing to report.

VII. Fiscal Report

Kathy Jeakins entertained questions.

VIII. Approval of Bills

JONI PAINTER MOVED, PEGGY BURTON SECONDED, TO APPROVE THE BILLS LIST FROM SEPTEMBER 2013. THE MOTION CARRIED UNANIMOUSLY.

IX. Committee Reports

A. Budget & Personnel

1. Motion to Approve FY15 Maintenance & Operating Budget

President Jaggi reviewed both the Maintenance & Operating Budget and the Narrative with the Board members.

Bill Wetzel reviewed the budget process in regards to the City with new Board members.

President Jaggi pointed out to Board members that no monies are going into the Capital Fund for FY15, as plans for a branch are currently on hold, and it does not make sense to put more monies into the fund at this time.

BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE THE FY15 MAINTENANCE & OPERATING BUDGET.

AYES:	PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL
NAYES:	EMILY KELAHAN
ABSENT:	NONE

THE MOTION CARRIED.

2. Motion to Approve FY15 Fixed Asset Budget

Director Bouda reviewed the purpose of the Fixed Asset Budget.

BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE THE FY15 FIXED ASSET BUDGET.

AYES:	PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL
NAYES:	NONE
ABSENT:	NONE

THE MOTION CARRIED UNANIMOUSLY.

3. Motion to Approve FY15 Project Next Generation Budget

President Jaggi reviewed with Board members that all of the dollar amounts in this Budget are from a state grant. He went on to say that the Library is required by the State to maintain a separate budget.

BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE THE

FY15 PROJECT NEXT GENERATION BUDGET.

AYES: PATSY BOWLES, PEGGY BURTON, NARENDRA JAGGI, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

President Jaggi asked Board members how they would like to see the Board represented at the Council meeting to present the budget on Monday, October 21. After some discussion, it was decided that President Jaggi and Bill Wetzel will be present and both Patsy Bowles and Jan Kibler plan to attend.

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

1. Motion to Approve Laptop Policy
   Patsy Bowles reviewed with the Board members the laptop policy was established after the first laptop had been damaged. A charge of $250 was assessed, but the Library has only collected $10 to date, so the Director had asked that this policy be reviewed. Patsy shared that the 3 P's Committee decided that a $50 fee would be assessed for a damaged laptop and $1,500 would be the replacement cost for a lost or stolen laptop.
   After some discussion it was decided that the replacement cost for a lost or stolen laptop would be $1,000 rather than $1,500. Also, the third sentence in the last paragraph of the policy will be deleted.

   PATSY BOWLES MOVED, NO SECOND NEEDED, TO APPROVE THE AMENDED LAPTOP POLICY, WITH THE FOLLOWING CHANGES: THE THIRD SENTENCE IN THE LAST PARAGRAPH WILL BE DELETED, A FEE OF $50.00 WILL BE ASSESSED AND PLACED ON THE CUSTOMER'S LIBRARY CARD, AND CUSTOMERS WILL PAY THE FULL REPLACEMENT COST FOR A LOST OR STOLEN LAPTOP, NOT TO EXCEED $1,000.00.
   THE MOTION CARRIED UNANIMOUSLY.

2. Motion to Approve Donation of Bi-Folkal Kits to Bloomington Nursing Homes
   Patsy Bowles shared that a Bi-Folkal kit is a multimedia presentation used to spur discussion and memories. The Library has about 30 of these kits which are rarely checked out. The Committee recommends offering these kits to Bloomington nursing homes at no cost. Director Bouda will send a letter to all the Bloomington nursing homes offering these kits at no charge.

   PATSY BOWLES MOVED, NO SECOND NEEDED TO APPROVE A DONATION OF BI-FOLKAL KITS TO BLOOMINGTON NURSING HOMES AT NO COST. THE MOTION CARRIED UNANIMOUSLY.

3. Discussion of Circulating Art Prints

Director Bouda shared that this topic of not circulating art prints any more has been discussed in the past. She went on to say that the Library no longer has the space, they are are hard to display, and they do not circulate very much. Director Bouda stated that these prints would make very good silent auction items as a fund raiser. A fund raiser held in the spring, around the time a possible mural is done, would be a possibility. At least six months needs to be allowed for planning.
After some discussion, it was decided to send this back to the 3 P's Committee. All of the Board members will be invited to attend the next committee meeting to share in the discussion.

X. Unfinished Business
There was no unfinished business.

XI. New Business
A. Procedure for Evaluating the Director
President Jaggi shared that he had received a request from a Board member about the procedure for evaluating the Director. It was decided that a summary in detail of this year's Director's evaluation be presented to all of the Board members and a procedure be written for the Budget & Personnel Committee members for future Director evaluations.

XII. Adjournment
President Jaggi adjourned the meeting at 5:45 p.m.

Next Meeting Date

November 19, 2013