

Bloomington Public Library
Board of Trustees
Planning, Policies, and Programs Committee

Wednesday

October 1, 2014

5:15 p.m.

Immediately following the BPL Board Special Meeting

Quiet Reading Room
Bloomington Public Library

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. September 3, 2014
- V. Unfinished Business
 - A. Discuss Retreat with Facilitator
 - B. Discuss Accessibility of Board
 - C. Discuss Library Expansion
- VI. New Business
- VII. Comments from Committee Members/Future Agendas
- VIII. Adjournment

Posted: 9/19/14 1:30 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
PLANNING, POLICIES AND PROGRAMS COMMITTEE

Wednesday
September 3, 2014
5:04 p.m.

Minutes

- I. Call to Order
Emily Kelahan, Chair called the meeting to order at 5:04 p.m.
- II. Roll Call
PRESENT: Brittany Cornell, Cathy Pratt, Whitney Thomas (arrived at 5:29 p.m.), Emily Kelahan

ABSENT: Narendra Jaggi

OTHERS PRESENT: Georgia Bouda, David Hales, Adam Studzinski, Susan O'Rourke, Caprice Prochnow, Tari Renner
- III. Introductions/Public Comment
Adam Studzinski, WJBC reporter introduced himself.
- IV. Approval of Minutes
A. August 6, 2014

Cathy Pratt moved, Brittany Cornell seconded, to approve the minutes of the August 6, 2014 meeting. The motion carried unanimously.
- V. Unfinished Business
A. Discuss Retreat with Facilitator
Emily Kelahan stated that she would like to get ideas as to what the Board is really hoping to accomplish from a retreat with a facilitator. Should the focus be on the steps the Board needs in regards to library expansion or more what the library board needs to focus on in terms of usual business?
Director Bouda shared her past experiences with facilitator, Debbie Delgado, and what she focuses on. She went on to say, that the session usually lasts about three hours and the cost would be \$1,000. Susan O'Rourke offered to check into a few facilitators that she is familiar with from State Farm and present her findings at a future meeting.
Emily Kelahan stated that it needs to be determined as to what they want the facilitator help the Board do. After some discussion it was determined that the goal would be to have a retreat with a facilitator focusing on coalescence in the near future. Also, it was also agreed upon to have a facilitator lead conversation about library expansion at a later date.

The next topic of conversation was in regards to when and where a retreat might take place. The consensus was to have the initial retreat take place in the evening with dinner being included and lasting for a couple of hours. Both the Library and local restaurants are being considered as possible locations.

It was decided that the Committee would recommend the selection of a facilitator at the September Board meeting for a retreat for the purpose of Board coalescence.

B. Discuss Accessibility of Board

Emily Kelahan shared that the discussion needs to continue on the accessibility of the Board for the public.

Brittany Cornell stated that she believes there needs to be a common email for the Board, so that the public has the option of communicating with the Board.

Director Bouda shared that a common BPL Board email does currently exist. She went on to say that if a Board member should reply it will revert to their personal email address. Director Bouda suggested that once an email is received, the Board will need to have some process that any emails received will be discussed at a BPL Board meeting as well as who will respond.

After some discussion, it was decided that the common email will be posted on the website with an explanation of how/when a response will be coming from the Board. A draft of the explanation will be drafted and included with the recommendation to the full Board.

Brittany Cornell moved, Whitney Thomas seconded, to recommend to the full Board that the common BPL Board email address be posted on the website along with an explanation as to how a response from the Board will be facilitated. The motion carried.

C. Discuss Library Expansion

Mayor Tari Renner and City Manager David Hales were both present to share what was transpiring with the City regarding library expansion.

Mayor Renner shared that Aldermen Schmidt and Painter were willing to serve on the Joint Task Force and he would like the Library Board to move forward on appointing three Board members to serve on the Joint Task Force.

David Hales shared that acquiring the Sugar Creek property is moving forward.

Discussion ensued amongst the Committee members as to whether trustees for Task Force should be volunteers, the Board President appoints them, or the full Board votes on the three Trustees to serve on the Task Force.

There was some discussion as to what the process should be to discover who is interested in serving on the Task Force. Director Bouda agreed to contact President Jaggi and ask about the status of the selection process. If no Trustees have been selected, then Director Bouda will solicit volunteers via email to be approved at the September BPL Board meeting.

VI. New Business

There was no new business.

VII. Comments from Committee Members/Future Agendas

Susan O'Rourke shared that the Budget & Personnel Committee is working on revising the Director's Evaluation tool. There was discussion as to what the tool should like and how detailed it should be. Susan O'Rourke stated that she is willing to draft a survey, and present it to them at

a future meeting. Susan also inquired about the use of Survey Monkey as a tool. Director Bouda volunteered to gather some Director Evaluation forms from other libraries to serve as samples in developing our own.

VIII. Adjournment

Chair Emily Kelahan adjourned the meeting at 6:34 p.m.

1. How hardworking is the Director?

- ☐ Very hardworking
- ☐ Hardworking
- ☐ Not hardworking

2. Overall, how effective at his/her job is the Director?

- ☐ Extremely effective
- ☐ Quite effective
- ☐ Moderately effective
- ☐ Slightly effective
- ☐ Not at all effective

3. How well does the Director work with other employees?

- ☐ Extremely well
- ☐ Very well
- ☐ Moderately well
- ☐ Slightly well
- ☐ Not at all well

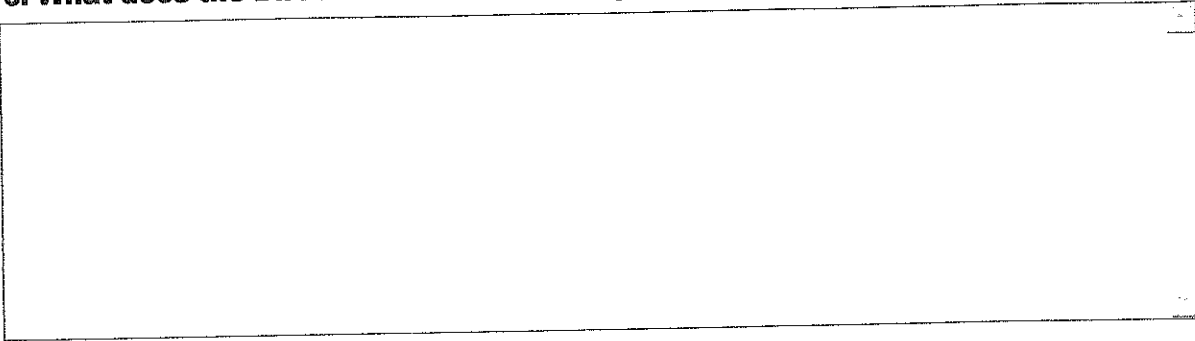
4. How well does the Director communicate with others?

- ☐ Extremely well
- ☐ Very well
- ☐ Moderately well
- ☐ Slightly well
- ☐ Not at all well

5. How professionally does the Director behave?

- ☐ Extremely professionally
- ☐ Quite professionally
- ☐ Moderately professionally
- ☐ Slightly professionally
- ☐ Not at all professionally

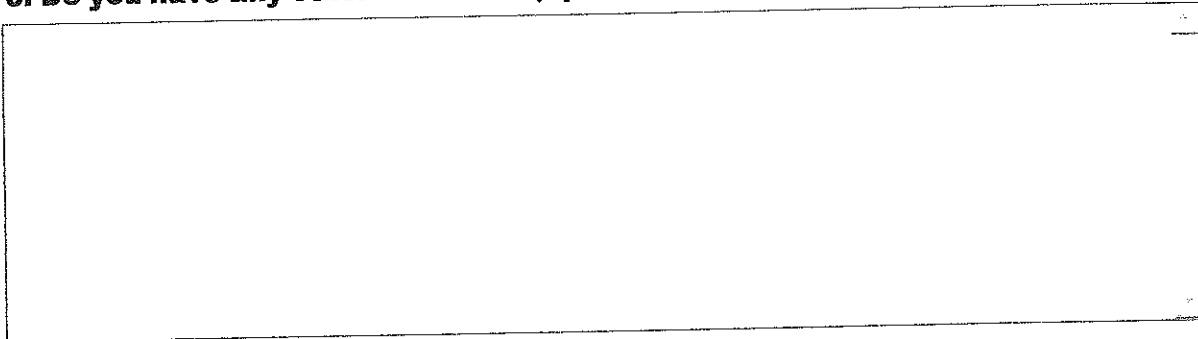
6. What does the Director need to do to improve their overall effectiveness?



7. How well does the Director work with the community?

- ☐ Extremely well
- ☐ Very well
- ☐ Moderately well
- ☐ Slightly well
- ☐ Not at all well

8. Do you have any other comments, questions, or concerns?



BPL Leadership

1. Evaluate the following statements concerning the Leadership of the Bloomington Public Library.

	Strongly Disagree	Disagree	Neither Disagree Nor Agree	Agree	Strongly Agree	N/A
Leadership is strong.	☐	☐	☐	☐	☐	☐
Leadership is effective.	☐	☐	☐	☐	☐	☐
Leadership is open to new ideas.	☐	☐	☐	☐	☐	☐

2. How quickly does the Library Director follow up on requests?

- ☐ Extremely quickly
- ☐ Quite quickly
- ☐ Moderately quickly
- ☐ Slightly quickly
- ☐ Not at all quickly

3. How well does the Library Director handle criticism of her work?

- ☐ Extremely well
- ☐ Quite well
- ☐ Moderately well
- ☐ Slightly well
- ☐ Not at all well

4. Overall, how effective at his/her job is the Library Director ?

- ☐ Extremely effective
- ☐ Quite effective
- ☐ Moderately effective
- ☐ Slightly effective
- ☐ Not at all effective

5. How realistic are the expectations of the Library Director ?

- ☐ Extremely realistic
- ☐ Very realistic
- ☐ Moderately realistic
- ☐ Slightly realistic
- ☐ Not at all realistic

6. How often does the Library Director listen to employees' opinions when making decisions?

- ☐ Extremely often
- ☐ Very often
- ☐ Moderately often
- ☐ Slightly often
- ☐ Not at all often

7. How available to employees is the Library Director ?

- ☐ Extremely available
- ☐ Very available
- ☐ Moderately available
- ☐ Slightly available
- ☐ Not at all available

8. When you make a mistake, how often does the Library Director respond constructively?

- ☐ Always
- ☐ Most of the time
- ☐ About half of the time
- ☐ Once in a while
- ☐ Never

9. How reliable is the Library Director ?

- ☐ Extremely reliable
- ☐ Very reliable
- ☐ Moderately reliable
- ☐ Slightly reliable
- ☐ Not at all reliable

10. How likely are you to search for a new job in the next 30 days?

- ☐ Extremely likely
- ☐ Quite likely
- ☐ Moderately likely
- ☐ Slightly likely
- ☐ Not at all likely

11. How reasonable are the decisions made by the Library Director ?

- ☐ Extremely reasonable
- ☐ Quite reasonable
- ☐ Moderately reasonable
- ☐ Slightly reasonable
- ☐ Not at all reasonable

12. How willing is the Library Director to admit mistakes?

- ☐ Extremely willing
- ☐ Quite willing
- ☐ Moderately willing
- ☐ Slightly willing
- ☐ Not at all willing

BPL Leadership

13. How much trust do you have in the Library Director's ability to make the right decisions?

- ☐ A great deal of trust
- ☐ A lot of trust
- ☐ A moderate amount of trust
- ☐ A little trust
- ☐ Not any trust at all

14. Does the Library Director take too much time to make decisions, too little time, or about the right amount of time?

- ☐ A great deal too much
- ☐ Much too much
- ☐ Somewhat too much
- ☐ About the right amount
- ☐ Somewhat too little
- ☐ Much too little
- ☐ A great deal too little

15. What does management need to do to improve their overall effectiveness?

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16. How often do you look forward to going to work?

- ☐ Always
- ☐ Most of the time
- ☐ About half the time
- ☐ Once in a while
- ☐ Never

January 15, 2015

Bloomington Public Library
Board of Trustees
Attn:

Name
Title
Address
City

Dear _____,

We write to you, as a Board of Trustees, to seek your help in our Annual Evaluation of the effectiveness of our Library Director, Georgia Bouda. Your feedback will help us understand how our Director is viewed throughout the community.

Could you take a few moments and tell us about your experience with Georgia? How approachable is she? How effective is she at doing her job and being the public face of the Library? How visionary do you find her to be?

Please share any other comments you think we should know for our evaluation.

Thank you for your information!

Sincerely,