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

**Minutes**

I. Call to Order
Chair Emily Kelahan called the meeting to order at 5:15 p.m.

II. Roll Call

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| PRESENT: | Brittany Cornell, Cathy Pratt, Emily Kelahan |
| ABSENT: | Monica Brigham, Whitney Thomas, Narendra Jaggi |
| OTHERS: | Peggy Burton, Georgia Bouda, Patricia Marton, Susan O'Rourke, Caprice Prochnow |

III. Introductions/Public Comment
Emily Kelahan introduced resident, Patricia Marton, Board members Susan O'Rourke and Peggy Burton.

IV. Approval of Minutes

A. September 3, 2014

Cathy Pratt moved, Brittany Cornell seconded, to approve the Minutes from the September 3, 2014 meeting. The motion carried unanimously.

V. Unfinished Business

A. Discuss Retreat with Facilitator
Emily Kelahan suggested that the facilitator, Debbie Delgado, seems like the best bet for a facilitator as the ones that Susan O'Rourke had in mind are not available. Director Bouda stated that she had another recommendation, Deb Halperin, who is well known to the Library. There was some discussion as to who the facilitator would be and whether to have a facilitator speak to the Board soon or wait until there are 2 or 3 new Board members in place. The committee members agreed that Deb Halperin would be a good choice for the job, and they would like her to present to the Board soon, and then have her return after the new Board members are in place.

B. Discuss Accessibility of Board
Once the Board has an email address that allows the public to access the Board as a whole, there needs to be recommendation as to how the Board will respond to these emails. Emily Kelahan suggests that this should be a practice rather than a policy.

After some discussion, the 3 P's Committee agreed upon the practice of relying upon the Board Secretary to respond to emails on behalf of the Board or direct them to staff. There will be a recommendation to the full Board that the Board Secretary duties will include responding to emails addressed to the Board on behalf of the Board. The Secretary will be certain to communicate to the sender only the process by which their question or concern will be addressed by the Board, unless the question or concern is one which the Board has already considered and reached a position either by consensus or vote.

C. Discuss Library Expansion
Emily Kelahan shared that three trustees had been appointed to the Task Force at the last Board meeting and efforts to schedule the first meeting are underway. She said that the Trustee members of the Task Force have been informed by the Council members of the Task Force that the BPL Trustees are responsible for leading the expansion of the library and the Council is responsible only for providing feedback about the feasibility of the Trustees' proposal. After some discussion, Director Bouda was asked to consult with department managers to provide a "wish list". Along with this, Director Bouda will research architects to help develop a needs assessment and building program statement. The Task Force plans to visit libraries in the future to get some ideas.

VI. New Business
There was no new business.

VII. Comments from Committee Members/Future Agendas
Susan O'Rourke reported on the Budget & Personnel Committee held earlier in the day in regards to the Director Evaluation tool.
There was discussion as to whether the Director Evaluation falls under the Budget & Personnel Committee or the 3 P's Committee or possibly both. Most agreed that the evaluation tool should be developed by the Budget & Personnel Committee. Since there did not seem to be consensus between committee members on the Budget & Personnel Committee it was suggested that the matter of the Director Evaluation tool be brought before the full Board.

VIII. Adjournment
Chair Emily Kelahan adjourned the meeting at 7:02 p.m.