Bloomington Public Library
Board of Trustees Meeting

September 17, 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 4:33 p.m.), Joni Painter, Cathy Pratt, Bill Wetzel
MEMBERS ABSENT:	None
OTHERS PRESENT:	Georgia Bouda, Adrienne Ives, Kathy Jeakins, Caprice Prochnow, Adam Studzinski, Gayle Tucker, Rachel Wells

III. Introductions/Public Comment
President Jaggi recognized GPPLD President Adrienne Ives, Rachel Wells, Pantagraph, and Adam Studzinski, WJBC.

IV. Approval of Minutes
A. August 20, 2013
BILL WETZEL MOVED, PEGGY BURTON SECONDED, TO APPROVE THE MINUTES FROM THE AUGUST 20, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
President Jaggi had nothing to report.

VI. Director's Report
Director Bouda distributed an article from Library Journal, The Occasional Patron by Matt Enis.
Director Bouda shared that the fiber optic network connection was made on Friday, September 13.

VII. Fiscal Report
Kathy Jeakins stated that a Property Tax Distribution was received at the end of August, and another one for about one million dollars was received at the beginning of September. She entertained questions.

VIII. Approval of Bills
JONI PAINTER MOVED, CATHY PRATT SECONDED, TO APPROVE THE BILLS LIST FROM AUGUST 2013. THE MOTION CARRIED UNANIMOUSLY.

IX. Committee Reports

A. Budget & Personnel

1. Executive Session - Director's Performance Evaluation

BILL WETZEL MOVED, PATSY BOWLES SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS DIRECTOR'S PERFORMANCE EVALUATION.

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.

At 4:34 p.m., the Board went into Executive Session.

JAN KIBLER MOVED, JONI PAINTER SECONDED, TO RESUME REGULAR SESSION.

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.

At 5:03 p.m., the Board resumed regular session. President Jaggi stated that no action took place during Executive Session.

2. Approve Director's Salary

Bill Wetzel stated that the Budget & Personnel Committee met to discuss the Director's Evaluation and salary adjustment. The Committee unanimously recommends to this Board a 2% Cost of Living adjustment along with a 5% Merit adjustment for Director Bouda which will be retroactive to May 1, 2013. He went on to say that Director Bouda's current compensation is $107,458.00, the compensation following approval would be $114,980.00.

BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE A 2% COST OF LIVING ADJUSTMENT ALONG WITH A 5% MERIT ADJUSTMENT, RETROACTIVE TO MAY 1 2013, FOR A TOTAL COMPENSATION OF $114,980.00 FOR DIRECTOR BOUDA.

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. Schedule Interviews with Top Three Firms for Heating and Controls Project
   Director Bouda shared that the three consultant firms that submitted proposals will be interviewed next week. She went on to say that 30 minutes would be allowed for each firm to make a presentation and be interviewed.
   Director Bouda shared that Bob Floyd, Facilities Manager for the City, will be present to conduct the interviews. After some discussion, it was decided that the interviews would be scheduled for Tuesday, September 24 starting at 5:00 p.m. She went on to say that in conjunction with this, a Special Board meeting is tentatively scheduled for Tuesday, October 1 at 4:30 p.m. in order to approve the Budget & Personnel Committee's recommended choice for a consultant firm. Director Bouda stated that by sticking with the proposed schedule of meetings, there is a better chance of obtaining optimal grant money and keeping the project timeline on track.

B. Planning, Policies & Programs (3 P's)
1. Discuss Library Expansion
   President Jaggi shared what transpired at the last 3 P's Committee meeting with Mayor Renner in attendance. He went on to say that the Mayor is very enthusiastic about obtaining land to the south in order for the Library to expand in its current location. Discussion ensued as to what the next step for the Library Board will be. The general consensus is that they will wait and see what further information Mayor Renner brings to them before proceeding further.

2. Review of Marketing, Promotion, and Collaboration Chapter for Per Capita Grant
   Patsy Bowles shared the 3 P's Committee review of the chapter for the Per Capita Grant. She went on to say that there were a few items on the Marketing checklist that they could do better, such as inviting public officials to visit the Library more frequently, visit other libraries (as a Board), and conduct a satisfaction survey on a regular basis.

X. Unfinished Business
There was no unfinished business.

XI. New Business
A. Approve Recommendation to Foundation to Fund Staff Appreciation Day
   President Jaggi reviewed with Board members that Staff Appreciation Day is set aside to recognize staff contributions, 5 year increment anniversaries and includes lunch and a small gift for staff.

JAN KIBLER MOVED, PATSY BOWLES SECONDED THAT THE BOARD RECOMMEND TO THE FOUNDATION THAT THE FOUNDATION FUND UP TO $3,000.00 FOR THE STAFF APPRECIATION DAY ON NOVEMBER 6, 2013.

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.

B. Approve Recommendation to Foundation to Fund Board Mixer
President Jaggi reviewed with Board members that the Board Mixer provides all three Boards and Library management the opportunity to gather together and get to know each other.

PEGGY BURTON MOVED, CAROL KOOS SECONDED, THAT THE BOARD RECOMMEND TO THE FOUNDATION THAT THE FOUNDATION FUND UP TO $1,250.00 FOR THE BOARD MIXER TO BE HELD IN NOVEMBER.

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.

C. Review and Select Consultant for Bookmobile Purchase
Director Bouda shared that there is only one bookmobile consultant to choose from, so there is only quote to consider.

CATHY PRATT MOVED, JAN KIBLER SECONDED, THAT THE THREE QUOTE REQUIREMENT BE WAIVED AND THE LIBRARY DIRECTOR AUTHORIZE PAYMENT FOR BOOKMOBILE CONSULTANT SERVICES TO SPECIALITY VEHICLE SERVICES, LLC IN THE AMOUNT OF $8,400.00.

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.

D. Approve Resolution for $500 Bonus
President Jaggi shared that this is a Resolution to award a one-time bonus of $500.00 for non-bargaining unit employees, effective September 17, 2013.

CAROL KOOS MOVED, CATHY PRATT SECONDED, THAT A ONE-TIME BONUS OF $500.00 WILL BE AWARDED TO ALL NON-BARGAINING UNIT EMPLOYEES WORKING FOR THE BLOOMINGTON PUBLIC LIBRARY, EFFECTIVE SEPTEMBER 17, 2013.

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.

E. Approve Surplus List
President Jaggi reviewed with Board members that any item that cost over $1,000.00 at the time of purchase must be brought before the Board for approval when it is to be surplussed. He went on to say that the list of items have exceeded their useful life, are broken and not worth repairing, or are being sold.

PEGGY BURTON MOVED, PATSY BOWLES SECONDED TO APPROVE THE SURPLUS LIST. THE MOTION CARRIED UNANIMOUSLY.

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