BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 16, 2014

5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Amended Minutes

I. Call to Order

President Jaggi called the meeting to order at 5:00 p.m.

II. Roll Call

MEMBERS PRESENT:	Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Bill Wetzel, Narendra Jaggi
MEMBERS ABSENT:	Monica Brigham, Whitney Thomas
OTHERS PRESENT:	Georgia Bouda, Adrienne Ives, Kathy Jeakins, Patricia Marton, Maria Nagle, Caprice Prochnow

III. Introductions/Public Comment

President Jaggi introduced resident, Patricia Marton. Patricia stated that a colleague of hers had shared an incident that occurred at the Bloomington Public Library. She went on to say that a customer was being very loud on a cell phone in the computer area of Adult Services and this was not addressed by staff.

Patricia shared that at the last committee meeting that she had attended Director Bouda had stated that she is always willing to meet with customers as needed. She went on to say that she would like to see Director Bouda more visible in the Library.

IV. Approval of Minutes

A. August 19, 2014

CATHY PRATT MOVED, PEGGY BURTON SECONDED, TO APPROVE THE MINUTES FROM THE AUGUST 19, 2014 MEETING WITH THE AMENDATION OF "THEN" INSTEAD OF "THAN" IN THE FIRST SENTENCE OF THE SECOND PARAGRAPH OF ITEM "IX.A.1." THE MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Jaggi stated that this is the first meeting that we have met at 5:00 p.m. rather than 4:30 p.m. This is a result of the recommendation of the 3 P's Committee and the approval of the Board. In accordance with the Open Meetings Act, the Board is required to post a notice in the Pantagraph stating the time change and this was done ten days ago.

President Jaggi stated that the Board has continued to amend their By-Laws, and some changes have already been implemented and others are still in process. He went on to say that one that was approved was the addition of a permanent Agenda item, "Future Agendas/Comments from Board Members", but it was inadvertently left off of this Agenda. Since this item does not involve any action or vote and is for comments only, within the Open Meetings Act, it is appropriate to add this to the agenda. With no objection, he would like to add this to the Agenda as item #12, and the Adjournment will be #13. There was no objection, so Agenda Item #12 becomes "Future Agendas/Comments from Board Members" and Item #13 becomes "Adjournment".

President Jaggi stated that it is under consideration whether in the future to amend the By-Laws to change the procedure of appointing members to committees and task forces. Under the current By-Laws, the President of the Board is charged with appointing members to committees and task forces. President Jaggi stated that members had been asked to volunteer to serve on the Joint Task Force to consider the expansion of the Library, and he had indicated that he did not wish to serve on it. He went on to say that three nominations have been received and therefore, he is pleased to announce that the following shall represent the Library Board on the Joint Task Force: Brittany Cornell, Emily Kelahan, and Susan O'Rourke.

VI. Director's Report

Director Bouda shared that the Library Fall Program Guide went out in the Pantagraph on September 7 and she distributed the guides for those that may have not gotten one.

Director Bouda stated that last month the Board had approved the plans for the DCEO Grant and part of this was sending out a request for quotes from contractors for the Outreach Conference Room Wall project, which originally (2 years ago) was estimated to cost around $10,000. She went on to say that the quotes submitted were all over $20,000, and the alternate, which the Library would want to accept, was quoted between $9,000 and $17,000. Director Bouda stated that this would put the entire cost between $30,000 and $40,000, which is well over the State bid threshold, so all of the quotes were rejected. She has been putting together an Invitation to Bid document and was hoping to bring it before the Board today, but was not able to get information from the architect in time. Director Bouda stated that the wall does not have to be completed until the beginning of April, but the construction will take 30 to 45 days. She went on to say that she would appreciate having a special meeting to approve the Invitation to Bid document, perhaps on October 1, right before or after the 3 P's Committee meeting or sometime on October 2. After some discussion, it was decided to have the special Board meeting at 5:00 p.m. on October 1, with the 3 P's Committee meeting immediately following.

Director Bouda shared that she will be on vacation from October 7 thru October 16.

VII. Fiscal Report

Kathy Jeakins entertained questions.

VIII. Approval of Bills

CATHY PRATT MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE BILLS LIST FROM AUGUST 2014. THE MOTION CARRIED.

See Attachment "2014.09 A".

IX. Committee Reports and Discussion

A. Budget & Personnel

1. Consideration of Modifications to Director Evaluation Form and/or Process

Chair Bill Wetzel shared that he had asked that this be put on the Agenda so that there could be a discussion about the process of getting things to the committees. He went on to say that it related to a discussion that had transpired at the 3 P's Committee meeting about some revisions or suggested changes to the Director's Evaluation process. Bill shared that the way he understood the process of a committee being asked to address an issue or being charged with a task, the request would come from the full Board with an explanation of what was expected, rather than a sister committee making the request. He went on to say, that committees would have a better use of their time, if the members know precisely what it is that the Board wants in the form of a recommendation about a particular topic.

President Jaggi stated that, in general, the committees are designed for sharing the work and an agenda item recommendation may come from many sources, such as the Committee Chair, any committee member, any Board member, the full Board, and the Director. He went on to say that nothing precludes any item from being discussed by the entire Board at any time. President Jaggi stated that the only time it is necessary to have had a discussion in a committee is if the committee is bringing a very specific recommendation for a vote. President Jaggi stated that some issues fall into the scope of one of the two committees and some frequently straddle the two. He said that the issue of the Director's Evaluation is personnel, so it naturally belongs in the Budget & Personnel Committee, but it also involves our policies about the process. President Jaggi stated that in this case, it is his sense that the process worked as it ought to, as there appeared not to be a clean consensus within the Budget & Personnel Committee on the issue, so now it has come before the entire Board for discussion.

Bill Wetzel stated that specifically, the Budget & Personnel Committee Agenda item, "Discuss Format of Director's Evaluation" was too ambiguous, and the committee needs some direction from the Board as to what was expected with this. Emily Kelahan shared that she had sent an email to Bill as the Chair of the Budget & Personnel Committee stating some concerns with the Director's Evaluation tool that were particularly focused. She went on to say that Susan O'Rourke, as a member of the Budget & Personnel Committee attended a 3 P's Committee meeting to get further direction on what was contained in the email and this was supplied both verbally and in writing in the 3 P's Chair report. Emily stated that there should be separate tools for feedback from each of the constituencies, which are community leaders, staff, and the Library Board. She went on to say that also the tool should allow the opportunity for the Director to address the Board on the results of the evaluation which the current tool does not. Emily stated that the tool should be independent and measurable to render specific things that can either be cited as areas where one is doing really well or areas where one needs improvement and to provide more detailed feedback about how to address the data in the survey tool.

Bill Wetzel shared that he did receive the information, but it seemed more about refining the process and the inclusion of certain things. He went on to say that the question is, should we do this now or perhaps let the new members go through the current process one time, and then evaluate and make changes if need be. Bill stated that the way the current evaluation tool works is that the form is given to each of the Board members to respond, and they do, and then all of the responses are reviewed by the Budget & Personnel Committee, which then makes a recommendation to the Board which then acts on that recommendation. He went on to say, that then the Chair of the Budget & Personnel Committee meets with the Director to show her the results of the evaluation and that becomes part of her personnel record.

Susan O'Rourke shared that the three aspects that the 3P's Committee wanted included in the Director's Evaluation are:

1. Selecting 10 community leaders and having Georgia select three or four to write a letter on her behalf;
2. Input from staff;
3. Implement an electronic tool to anonymize the input from all the different constituencies.

Susan stated that she had prepared drafts using Survey Monkey to develop a 23 question draft of a tool to be completed by all library staff; a tool to be completed by Board members and a sample letter to community leaders. Both tools are mostly multiple choice with a few questions that would require a written answer. She went on to say that she had prepared a draft for each of the three groups and had forwarded them to both Committee Chairs and to the Board President. These drafts will be included in the packet for the next Budget & Personnel Committee meeting which will be received by all of the Board members.

Peggy Burton suggested that the Board look at what is missing in the current tool and get a professional to assist them with developing a new tool.

President Jaggi said what he was hearing was that several members would like the Director's Evaluation tool looked at carefully and revised extensively as needed to make it robust and as non-reproachable as possible. President Jaggi proposed that this issue be sent back to the Budget & Personnel Committee with a strong recommendation from the Board as a whole that we move on this issue as quickly as possible, including bringing in additional experts as necessary. He went on to say, that this is a high priority for the Board as a whole, and we ask the Budget & Personnel Committee to discuss this as quickly as possible. President Jaggi stated that other members that are concerned about this issue should make an effort to attend the Budget & Personnel Committee meetings or give the committee feedback by email.

Bill Wetzel shared his concern that the Budget & Personnel Committee may not come to a consensus in how to go about revising the evaluation tool.
President Jaggi stated that in that case, it will once again come before the full Board for further discussion. He went on to say that this is why it was suggested that the members most concerned about this tool should attend the Budget & Personnel Committee meetings.

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

1. Recommend Approval of Selection of a Facilitator for a Future Retreat
Emily Kelahan, Chair stated that the Committee recommends a retreat with a facilitator with the goal of helping this new Board coalesce and to develop some

common understanding of ground rules. She went on to say that there are three options for the Board to consider today. One is facilitator, Debbie Delgado, who Director Bouda has spoken about before, a different facilitator recommended by Susan O'Rourke, or simply defer to the 3P's Committee members to decide.

PRESIDENT JAGGI MOVED, SUSAN O'ROURKE SECONDED TO LET THE 3 P'S COMMITTEE DECIDE UPON A FACILITATOR. THE MOTION CARRIED UNANIMOUSLY.

2. Recommend Appointment of Trustee Representatives to the Joint Task Force
President Jaggi appointed members to the Joint Task Force during his President's Report.

3. Discussion of Library Expansion
Emily Kelahan invited trustees to attend 3 P's Committee meetings for input on Library expansion.
Director Bouda distributed a handout about several Children's libraries in the United States.

X. Unfinished Business
There was no unfinished business.

XI. New Business

A. Approve Recommendation to Foundation to Fund Staff Appreciation Day
Director Bouda shared that the Library has an annual Staff Appreciation Day that is usually held in November. The managers provide breakfast, then a lunch is brought in, and this year everyone will be receiving a rollup picnic blanket. The Library usually asks the Foundation to use income from the Stubblefield Trust to support this.

EMILY KELAHAN MOVED, BRITTANY CORNELL SECONDED, TO APPROVE RECOMMENDING TO THE FOUNDATION TO FUND STAFF APPRECIATION DAY NOT TO EXCEED $2,750.00.

AYES: Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Bill Wetzel, Narendra Jaggi

NAYES: None

ABSENT: Monica Brigham, Whitney Thomas

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.A."

XII. Future Agenda Items/Comments from Board Members
There were no suggestions for future agenda items or comments from Board members.

XIII. Adjournment
President Jaggi adjourned the meeting at 6:16 P.M.