BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, September 15, 2020

5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting took place virtually, via ZOOM, as well as in the William Wetzel Reading Room at the Bloomington Public Library.

Minutes

I. Call to Order
President Westerhout called the meeting to order at 5:34 p.m.

II. Roll Call

Trustees Present via Zoom:	John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr (departed at 7:01 pm), Catrina Parker (arrived at 5:38 p.m.), Matt Watchinski, Julian Westerhout
Trustees Absent:	None
Others Present via Zoom:	Joe Huberty, Kathy Jeakins
Others Physically Present:	Jeanne Hamilton

III. Introduction of Public
President Westerhout introduced Joe Huberty from Engberg Anderson Architects.

IV. Public Comment
There were no public comments.

V. Work Session with Engberg Anderson
Joe Huberty shared that during this meeting, he would go through a series of diagrams with a bit more specificity than the July and August meetings. He went on to say that they tried to give the building a welcoming identity that incorporates warmth and natural materials. He walked through design diagrams featuring internal and external views. He shared that he and his team tried to use a lot of existing walls and connections to reduce costs. This design workshop really focused on general locations of departments, functions, and offices – pathways and furniture can be rearranged, and additional details will continue to develop as the project progresses. After Joe went through all of the diagrams, there was discussion about various details. The consensus from the Trustees was that the designs are great and are coming along really well.

Joe then walked through some potential construction phasing plans, allowing the library to remain open through most of the construction. He also went through a potential schedule which reflected a year of detailed design/plan work and 18 months of construction. He also shared that the year of detailed design/plan work would be about $750,000. The first 8 months of construction would be the heaviest and would be about 2/3 of the project cost, the remaining 10 months would be focused on interior renovations and would be about 1/3 of the project cost.
Joe shared that they will soon begin work on cost estimating.

VI. President's Report

President Westerhout reported that he has been impressed with the increase in eResource usage.

VII. Director's Report

Jeanne Hamilton stated that the Budget & Personnel Committee will need to meet in October to review the FY22 budget. She confirmed that the standing meeting date of October 6 at 5:30 p.m. worked for committee members.

Jeanne shared that the City Council recently approved the Downtown Task Force Report from a few years ago. The Council discussions did clearly affirm that they support maintaining Library operations in its current location.

Jeanne reported that she has engaged HR Source to complete a Personnel Handbook review and that the project to replace the new phones is complete.

Jeanne announced that the Illinois Library Association conference will take place virtually this year and if any trustees are interested in attending, they should let her know.

Jeanne stated that staff are adapting well to the new procedures in place due to COVID.

VIII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that budget should be at 33% through the end of August. Revenues are at 59% and Expenditures are at almost 27%. Even with the property tax lagging behind, we are still in pretty good shape. She went on to say that in August, the Replacement Tax Distribution of $130,400.00 and the State Per Capita Grant were received. She entertained questions.

IX. Consent Agenda

A. Approve Minutes of August 18, 2020 Regular BPL Board Meeting

B. Approve Bills List of August 2020

DIANNE HOLLISTER MOVED, JOHN ARGENZIANO SECONDED, TO APPROVE THE CONSENT AGENDA.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Julian Westerhout, Alicia Whitworth

Nayes: None

Absent: Susan Mohr

THE MOTION CARRIED UNANIMOUSLY.

X. Action Items

A. Approve Amendment to the Motion to Approve the Agreement with Engberg Anderson for Preliminary Design Services

JOHN ARGENZIANO MOVED, MATT WATCHINSKI SECONDED, TO AMEND THE MOTION PASSED AT THE FEBRUARY 2020 LIBRARY BOARD MEEETING TO THE FOLLOWING: APPROVE AGREEMENT WITH ENGBERG ANDERSON FOR PRELIMINARY DESIGN SERVICES FOR AN AMOUNT UP TO $69,400.00 PLUS ANY REIMBURSABLE EXPENSES UP TO $5,000.00 INCLUDING THE CONTRACT AMENDMENTS AS DISCUSSED.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Julian Westerhout, Alicia Whitworth

Nayes: None

Absent: Susan Mohr

THE MOTION CARRIED UNANIMOUSLY.

XI. Discussion Items

A. Report from the Budget and Personnel Committee

Committee Chair, Catrina Parker, shared that the Budget and Personnel Committee met and discussed minor revisions/clean up of the Director's Performance Review form.

Catrina also shared that the Committee worked with Jeanne to develop the Director's goals this year. Jeanne shared that the intent was to keep the goals realistic considering the current pandemic circumstances. The Board and Jeanne mutually agreed that the FY21 goals, as presented, reflect the vision of the Bloomington Public Library.

B. Library Expansion

President Westerhout had nothing else to report.

XII. Comments from Board of Trustees

Alicia Henry shared feedback on a few bookmobile stops and that she has been particularly impressed with the new stop at Holton Homes.

XIII. Adjournment

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO ADJOURN THE MEETING.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Julian Westerhout, Alicia Whitworth

Nayes: None

Absent: Susan Mohr

THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 7:17 P.M.