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

Wednesday

September 3, 2014

5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Agenda

I. Call to Order

II. Roll Call

III. Introductions/Public Comment

IV. Approval of Minutes
  A. August 6, 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: 8/28/2014 9:00 a.m.

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

Wednesday
August 6, 2014
5:00 p.m.

Minutes

I. Call to Order
Emily Kelahan, Chair called the meeting to order at 5:00 p.m.

II. Roll Call

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

III. Introductions/Public Comment
Emily Kelahan introduced resident, Patricia Marton.

IV. Approval of Minutes
A. July 2, 2014

Cathy Pratt moved, Brittany Cornell seconded, to approve the minutes of the July 2, 2014 meeting. The motion carried unanimously.

Emily Kelahan proposed that a motion be made to move Agenda item VI.B above everything else. Cathy Pratt moved, Brittany Cornell seconded, to move Agenda item VI.B to the beginning.

VI. New Business
B. Discuss Per Capita Grant Requirements
Director Bouda shared what the Per Capita Grant requirements were in regards to the "Material Selection and Collection Development Policy". The Committee thoroughly reviewed the Collection Policy, made one amendment to the draft for clarity, and determined the requirements in the provided checklist from the "Chapter 7 Collection Management and Resource Sharing" of *Serving Our Public 3.0; Standards for Illinois Libraries* are being met.

Brittany Cornell moved, Cathy Pratt seconded, to recommend to the full Board to approve the amended draft of the "Material Selection and Collection Development Policy". The motion carried unanimously.

Emily Kelahan proposed that a motion be made to move Agenda items VI.C and VI.D ahead of Unfinished Business. Brittany Cornell moved, Cathy Pratt seconded, to move Agenda items VI.C and VI.D ahead of Old Business.

C. Discuss Bloomington City Comprehensive Plan (Brittany Cornell)
Brittany Cornell shared a little bit about what the Bloomington Comprehensive Plan is about. She went on to say that the City is trying to get involvement from citizens in the City on working groups, as well as feedback from residents on their ideas on the City. Brittany added that they have seventeen work groups, and they start to meet in a few weeks. Brittany is part of the Downtown work group.
Director Bouda shared that there is a City Facilities work group that would be good for a Board member to participate in.

D. Discuss Group Email for Board of Trustees (Brittany Cornell)
Brittany Cornell shared that a Bloomington resident had inquired about an email address for the Board members. There was some discussion in regards to having a group email for the Board. It was decided to hold this over until next month in order for committee members to investigate the practice of other Boards and Commissions and to weigh the best line of communication for this Board. Susan O'Rourke requested that her address be removed from the Library's website.

V. Unfinished Business

A. Discuss an Amendment to Bylaws: Committee Chairs to be Elected by Full Board
Emily Kelahan stated that currently the President appoints the Committee Chairs, but it was proposed that the Chairs be elected by the full Board. After some discussion, the general consensus was to let the current practice stand and to not recommend an amendment to the full Board.

B. Discuss a Change in Full Board Meeting Times
Emily Kelahan shared that there has been some concern with the meeting time being inconvenient for the professionals on the Board as well as the public that may want to attend. After some discussion, it was decided that 5:00pm is a preferable start time for the monthly Board meetings.

Brittany Cornell moved, Whitney Thomas seconded, to recommend to the full Board that the monthly board meeting time be changed from 4:30pm to 5:00pm. The motion carried unanimously.

C. Discuss Addition of Permanent Agenda Item for Full Board Meeting:

Future Agendas/Comments from Board Members

Emily Kelahan shared that some Board members have expressed a desire to have a Board Agenda item added for Board members to make comments or suggest future Agenda items at the end of each Board meeting.

> Cathy Pratt moved, Brittany Cornell seconded, to recommend to the full Board the addition of a permanent Agenda item that facilitates comments and suggestions for future Agenda items from Board members. The motion carried unanimously.

D. Discuss Possibility of Retreat with Facilitator

Emily Kelahan stated she and Director Bouda had discussed the possibility of a retreat for Trustees with a professional facilitator. Both Emily Kelahan and Director Bouda shared examples of what the retreat would entail.

> Brittany Cornell moved, Cathy Pratt seconded, to have Director Bouda investigate having a facilitator work with the Trustees and the costs involved. The motion carried unanimously.

E. Discuss Practices and Culture Related to Public Comment

Emily Kelahan shared that there was some confusion as to the workings of the public comment. There was some discussion on adding a policy that addresses this. Director Bouda shared that the Board follows the practice of the City Council. Emily Kelahan proposed that a person making a public comment should provide their contact information and be allowed a set number of minutes with no reply from the Board at the time. She will draft a policy to discuss at a future 3 P's Committee meeting.

F. Discuss Adopting a "Local First" Purchasing Policy

Emily Kelahan shared that this Agenda item had been held over from last month as the City was revising their Procurement Policy, and the desire was to wait and see what that their policy contained. Director Bouda shared that a draft of this policy should be presented at a City Council meeting soon. It was decided to table this until after the City's policy is disclosed.

VI. New Business

A. Discuss our Practices Regarding Paper Use

Emily Kelahan shared that there was some concern with the cost of printing out and mailing the Board packets to the Board members. She went on to say that the current practice is that each Board member has the option of whether they prefer a paper or electronic version of the packet. After some discussion, it was decided to let the current practice stand.

VII. Comments from Committee Members/Future Agendas

Susan O'Rourke asked if there was any consideration for changing the length of the monthly Board meetings officially to 90 minutes. Director Bouda shared that it is better to keep the meeting adjournment time open ended.
Susan O'Rourke, on the behalf of the Budget & Personnel Committee asked if Emily Kelahan could provide a little more information in regards to requesting the Director's Evaluation be re-tooled. Emily stated that there are three aspects that she would like to see in the Director's Evaluation: One that the Board compile a list of ten opinion leaders in the community and have Georgia select three or four of these to write a letter on her behalf. Secondly, seek input from staff about the Director's performance. Thirdly, to implement an electronic tool to anonymize the input from all the different constituencies.

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