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

Wednesday
September 3, 2014
5:04 p.m.

Minutes

I. Call to Order
Emily Kelahan, Chair called the meeting to order at 5:04 p.m.

II. Roll Call

PRESENT:	Brittany Cornell, Cathy Pratt, Whitney Thomas (arrived at 5:29 p.m.), Emily Kelahan
ABSENT:	Narendra Jaggi
OTHERS PRESENT:	Georgia Bouda, David Hales, Adam Studzinski, Susan O'Rourke, Caprice Prochnow, Tari Renner

III. Introductions/Public Comment
Adam Studzinski, WJBC reporter introduced himself.

IV. Approval of Minutes
A. August 6, 2014

Cathy Pratt moved, Brittany Cornell seconded, to approve the minutes of the August 6, 2014 meeting. The motion carried unanimously.

V. Unfinished Business
A. Discuss Retreat with Facilitator
Emily Kelahan stated that she would like to get ideas as to what the Board is really hoping to accomplish from a retreat with a facilitator. Should the focus be on the steps the Board needs in regards to library expansion or more what the library board needs to focus on in terms of usual business?
Director Bouda shared her past experiences with facilitator, Debbie Delgado, and what she focuses on. She went on to say, that the session usually lasts about three hours and the cost would be $1,000. Susan O'Rourke offered to check into a few facilitators that she is familiar with from State Farm and present her findings at a future meeting.
Emily Kelahan stated that it needs to be determined as to what they want the facilitator help the Board do. After some discussion it was determined that the goal would be to have a retreat with a facilitator focusing on coalescence in the near future. Also, it was also agreed upon to have a facilitator lead conversation about library expansion at a later date.

The next topic of conversation was in regards to when and where a retreat might take place. The consensus was to have the initial retreat take place in the evening with dinner being included and lasting for a couple of hours. Both the Library and local restaurants are being considered as possible locations.
It was decided that the Committee would recommend the selection of a facilitator at the September Board meeting for a retreat for the purpose of Board coalescence.

B. Discuss Accessibility of Board
Emily Kelahan shared that the discussion needs to continue on the accessibility of the Board for the public.
Brittany Cornell stated that she believes there needs to be a common email for the Board, so that the public has the option of communicating with the Board.
Director Bouda shared that a common BPL Board email does currently exist. She went on to say that if a Board member should reply it will revert to their personal email address. Director Bouda suggested that once an email is received, the Board will need to have some process that any emails received will be discussed at a BPL Board meeting as well as who will respond.
After some discussion, it was decided that the common email will be posted on the website with an explanation of how/when a response will be coming from the Board. A draft of the explanation will be drafted and included with the recommendation to the full Board.

Brittany Cornell moved, Whitney Thomas seconded, to recommend to the full Board that the common BPL Board email address be posted on the website along with an explanation as to how a response from the Board will be facilitated. The motion carried.

C. Discuss Library Expansion
Mayor Tari Renner and City Manager David Hales were both present to share what was transpiring with the City regarding library expansion.
Mayor Renner shared that Aldermen Schmidt and Painter were willing to serve on the Joint Task Force and he would like the Library Board to move forward on appointing three Board members to serve on the Joint Task Force.
David Hales shared that acquiring the Sugar Creek property is moving forward.
Discussion ensued amongst the Committee members as to whether trustees for Task Force should be volunteers, the Board President appoints them, or the full Board votes on the three Trustees to serve on the Task Force.
There was some discussion as to what the process should be to discover who is interested in serving on the Task Force. Director Bouda agreed to contact President Jaggi and ask about the status of the selection process. If no Trustees have been selected, then Director Bouda will solicit volunteers via email to be approved at the September BPL Board meeting.

VI. New Business
There was no new business.

VII. Comments from Committee Members/Future Agendas
Susan O'Rourke shared that the Budget & Personnel Committee is working on revising the Director's Evaluation tool. There was discussion as to what the tool should like and how detailed it should be. Susan O'Rourke stated that she is willing to draft a survey, and present it to them at

a future meeting. Susan also inquired about the use of Survey Monkey as a tool. Director Bouda volunteered to gather some Director Evaluation forms from other libraries to serve as samples in developing our own.

VIII. Adjournment

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