BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 19, 2014

4:30 p.m.

Quiet Reading Room

Bloomington Public Library

Amended Minutes

I. Call to Order
President Jaggi called the meeting to order at 4:31 p.m.

II. Roll Call

MEMBERS PRESENT:	Peggy Burton, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Whitney Thomas (arrived at 4:48), Bill Wetzel, Narendra Jaggi
MEMBERS ABSENT:	Monica Brigham
OTHERS PRESENT:	Georgia Bouda, Adrienne Ives, Kathy Jeakins, Patricia Marton, Maria Nagle, Vasudha Pinnamaraj, Caprice Prochnow, Gayle Tucker

III. Introductions/Public Comment
President Jaggi acknowledged the visitors and asked if anyone wished to make a statement. Patricia Marton shared that she recently joined the Public Safety Work Group that is part of the "Bring It On Bloomington" project. She went on to say that she made a proposal to develop a plan to help increase safety and respect for older people in public facilities. Patricia shared that she had had an unsettling experience in the Quiet Reading Room in the past, but the current situation with this room is much better, and she hopes that it continues.

IV. Approval of Minutes
A. July 15, 2014

PEGGY BURTON MOVED, BILL WETZEL SECONDED, TO APPROVE THE MINUTES FROM THE JULY 15, 2014 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
President Jaggi reported that the Committees have been very busy and have a number of items to recommend for approval. President Jaggi shared that Vasudha Pinnamaraj will be presenting the City's Comprehensive Plan to the Board at the end of the meeting and will need about thirty minutes for this.

VI. Director's Report
Director Bouda shared that the check was received from the DCEO grant for the boiler project. The amount received was $37,200 which is more than the $31,500 that had been originally anticipated.

Director Bouda said that Jeff Smith had inquired about a group email for the Board members, and he was advised that the 3 P's Committee is currently discussing this. Director Bouda shared the statistics that she had gathered to compare our Annual Report numbers with other libraries. She went on to say that our "cost per circulation" at $3.69 is very good in comparison to the other libraries.

VII. Fiscal Report

Kathy Jeakins stated that at the end of the first quarter we should be at the 25% mark. She entertained questions.

VIII. Approval of Bills

EMILY KELAHAN MOVED, PEGGY BURTON SECONDED, TO APPROVE THE BILLS LIST FROM JULY 2014. THE MOTION CARRIED.

IX. Committee Reports

A. Budget & Personnel

1. Recommend Approval of FY16 Project Next Generation Budget

   Chair Bill Wetzel shared that the committee recommends approval of the FY16 Project Next Generation Budget. This is a very good program that introduces teens to technology.

   Director Bouda shared that this week's program was "Sketch Up" which allows the teens to draw something, then create it on the 3D printer. She went on to say that the State has increased the amount that you can request, and we are currently getting the maximum of $15,000.

   BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE THE FY16 PROJECT NEXT GENERATION BUDGET.

   AYES: PEGGY BURTON, BRITTANY CORNELL, EMILY KELAHAN, SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI

   NAYES: NONE

   ABSENT: MONICA BRIGHAM, WHITNEY THOMAS

   THE MOTION CARRIED UNANIMOUSLY.

Whitney Thomas arrived at 4:48 p.m.

2. Recommend Approval of FY16 Fixed Asset Budget

   Chair Bill Wetzel said the Committee recommends approval of the FY16 Fixed Asset Budget as proposed.

   Kathy Jeakins shared that any time a purchase of equipment or a vehicle costs more than $5,000 it is paid for from the Fixed Asset Fund. She went on to say that in the Maintenance & Operating Budget there is a line item "To Library Equip Replacement" that is transferred to the Fixed Asset Fund during the fiscal year.

   Kathy shared that there is a formula that computes how much needs to be saved in future years to have those funds available to replace each item.

   BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE THE FY16 FIXED ASSET BUDGET.

   AYES: PEGGY BURTON, BRITTANY CORNELL, EMILY KELAHAN, SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: MONICA BRIGHAM

THE MOTION CARRIED UNANIMOUSLY.

3. Recommend Approval of FY16 Operating & Maintenance Budget
Chair Bill Wetzel stated this budget reflects projected revenues and expenditures for FY16. The budget does not request an increase in the tax levy. The amount requested is the same as last year. The Committee recommends approval.

BILL WETZEL MOVED, NO SECOND NEEDED, TO APPROVE THE FY16 OPERATING & MAINTENANCE BUDGET.

AYES: PEGGY BURTON, BRITTANY CORNELL, EMILY KELAHAN, SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: MONICA BRIGHAM

THE MOTION CARRIED UNANIMOUSLY.

4. Report on Environmental Scan and Library Budget
Director Bouda shared the Per Capita Grant requirements with the Board members as follows: All members of the Library Board must analyze the library's current budget to determine whether revenues and expenditures are sufficient. Based on information gleaned from the analysis and the library's FY2014 Environmental Scan, describe the library's fiscal climate and needs for serving the community. Bill Wetzel reported that the Environmental Scan along with the budgets were reviewed. There was some discussion in regards to the Capital Fund in regards to expansion and the cost per circulation. All in all, the Library is a very solid operation.

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

1. Recommend Approval of Amended Materials Selection and Collection Development Policy
Emily Kelahan shared that there were no substantial changes to the Materials Selection and Collection Development Policy. The changes were mostly language cleanup, such as donated items now go the Book Shoppe for sale instead of the Friends.

EMILY KELAHAN MOVED, NO SECOND NEEDED, TO APPROVE THE AMENDED MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICY. THE MOTION CARRIED UNANIMOUSLY.

2. Recommend Approval of Changing Board Meeting Time to 5:00 p.m.
Emily Kelahan shared that there had 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. She went on to say, that after some discussion, the Committee members decided that a 5:00 p.m. meeting time would be more accommodating to both trustees and any public that may wish to attend.

EMILY KELAHAN MOVED, NO SECOND NEEDED, TO APPROVE CHANGING THE BOARD MEETING TIME TO 5:00 P.M. THE MOTION CARRIED UNANIMOUSLY.

3. Recommend Approval of Addition of Permanent Agenda Item: Future Agendas/Comments from Board Members
   Emily Kelahan shared that it was suggested by some Board members to add a permanent Agenda item that facilitates comments and suggestions for future Agenda items from Board members.

   EMILY KELAHAN MOVED, NO SECOND NEEDED TO APPROVE THE ADDITION OF PERMANENT AGENDA ITEM: FUTURE AGENDAS/COMMENTS FROM BOARD MEMBERS. THE MOTION CARRIED UNANIMOUSLY.

X. Unfinished Business

A. Approval of Plans for DCEO Grant 13-203048

Narendra Jaggi shared that the concept of the plans for the DCEO Grant #13-203048 was approved last year. He went on to say, that the first installment of $12,500 of the $50,000 has been released and now the architect plans are complete for the Staff Meeting Room.

Director Bouda shared that the cost of the construction for the Staff Meeting Room should be around $10,000, and an invitation to submit a quote will be sent to a list of contractors. She went on to say, that the balance of the grant money will go towards adding a sorter to the outside drop which will improve work flow.

CATHY PRATT MOVED, BILL WETZEL SECONDED, TO APPROVE PLANS FOR DCEO GRANT 13-203048. THE MOTION CARRIED UNANIMOUSLY.

XI. New Business

A. Approve Surplus List

Narendra Jaggi shared that any item that cost more than $1,000 when purchased needs the approval of the Board when the Library wishes to surplus it. He went on to say that the surplus list shows whether the item is at the end of its useful life or beyond repair.

SUSAN O'ROURKE MOVED, EMILY KELAHAN SECONDED, TO APPROVE THE SURPLUS LIST. THE MOTION CARRIED UNANIMOUSLY.

B. Waive Three-Quote Requirement for Renewal of Mango Languages Software Database

EMILY KELAHAN MOVED, CATHY PRATT SECONDED, TO APPROVE WAIVING THE THREE-QUOTE REQUIREMENT FOR RENEWAL OF MANGO LANGUAGES SOFTWARE DATABASE IN THE AMOUNT OF $7,697.71.

AYES:	PEGGY BURTON, BRITTANY CORNELL, EMILY KELAHAN, SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI
NAYES:	NONE
ABSENT:	MONICA BRIGHAM

THE MOTION CARRIED UNANIMOUSLY.

C. Presentation on City Comprehensive Plan – Vasudha Pinnamaraj

Vasudha Pinnamaraj introduced herself and shared that she has been the Executive Director of the McLean County Regional Planning Commission for one year with many years of experience in other positions. Vasudha gave a 45 minute Power Point presentation on the "Bring It On Bloomington" comprehensive plan of the city and entertained questions.

XII. Adjournment

President Jaggi adjourned the meeting at 6:02 p.m.