BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, August 16, 2016

5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

I. Call to Order

President Koos called the meeting to order at 5:33 p.m.

II. Roll Call

MEMBERS PRESENT:	Alicia Henry, Van Miller, Mike Raikes, Julian Westerhout, Carol Koos
ABSENT:	Alex Cardona, Robert Porter, Whitney Roberson
OTHERS PRESENT:	Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow, Carol Torrens

III. Introduction of Public

President Koos introduced those present.

IV. Public Comment

There were no public comments.

V. Consent Agenda

A. Recommend Approval of Minutes of July 19, 2016 Regular BPL Board Meeting
B. Recommend Approval of Bills List of July 2016

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

VI. Executive Session – Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21)

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO GO INTO EXECUTIVE SESSION TO REVIEW MINUTES OF EXECUTIVE SESSIONS.

AYES: ALICIA HENRY, VAN MILLER, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, ROBERT PORTER, WHITNEY ROBERSON

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 5:35 p.m.

JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO RESUME REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

The Board resumed regular session at 5:51 p.m.

President Koos stated that no action was taken in closed session.

VII. President's Report

President Koos stated that she and Director Hamilton met with Mark Anderson from the Bloomington Area Career Center to go over the program that they did recently in collaboration with Farnsworth on the architectural plan.

President Koos shared that the public reception was held for Jeanne on August 11, and the next reception, that is by invitation only, will be held on September 14. She encouraged all of the Trustees to attend.

VIII. Director's Report

Director Hamilton shared that Alicia Whitworth is to be appointed to the Bloomington Public Library Board at the August 22 Council meeting.

Director Hamilton shared that included in the packet is information on the Illinois Library Association Trustee Day. She went on to say that if anyone is interested in this the Early Bird Registration deadline is September 12.

Director Hamilton stated that the FY17 Business Plan is included in the packet and that the Plan is based upon the goals that were approved by the Board. She went on to say that she, along with the Department Managers, put together action plans for this year.

Director Hamilton stated that Laura Golaszewski met with Outreach staff to compile the next Bookmobile schedule. She went on to say that they identified some stops to be cancelled due to low circulation and visitor count, and stops to be added to replace them. Director Hamilton stated that they focused on the west side and low income areas as well as stops that were requested. She added that five stops are being cancelled and four are being added. Director Hamilton stated that one of the time slots is being left open, which allows for maintenance to the bookmobile as well as requests to visit pre-schools or other organizations. She distributed a map to the Trustees that reflects the changes made to the schedule.

There was some discussion on this.

IX. Fiscal Report presented by Kathy Jeakins, Business Manager

Kathy Jeakins Expenditures should be at 25% at the end of July. She went on to say that the annual distribution of Replacement Tax was received. She entertained questions.

X. Committee Reports and Discussion

A. Budget & Personnel

1. Robert Porter, Chair, Report on Committee Business
In Robert Porter's absence, President Koos reported that the Committee did not meet in August.

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

1. Julian Westerhout, Chair, Report on Committee Business
Julian Westerhout reported that a meeting was not held in August, but there was a meeting held in July. He went on to say that there are three documents in the packet for the Board's consideration to adopt at the September Board meeting.
Julian shared that the next meeting will be on Thursday, September 8 at which Alex Cardona will be reviewing the work that the Bookmobile Ad Hoc Committee has accomplished, and passing the continuation of this work to the 3 P's Committee.

2. Review of Committee Guidelines Worksheet for Future Approval
Agenda item for approval at the September 20 Board meeting.

3. Review of Nomination of Officers Procedures for Future Approval
Agenda item for approval at the September 20 Board meeting.

4. Review of Proposed Revisions to Bylaws for Future Approval
Agenda item for approval at the September 20 Board meeting.

C. Bookmobile Ad Hoc Committee

1. Alex Cardona, Chair, Report on Committee Business
Alex Cardona was not present to report on Committee business.

XI. New Business

A. Recommend Approval of Recommending to Foundation to Fund Staff Appreciation Day in November Not to Exceed $2,100.00
Director Hamilton reviewed that each year, the Library has Staff Appreciation Day which is a day to show appreciation for both staff and volunteers by providing lunch, giving each a small gift, and honoring those with anniversaries. She went on to say that this amount is actually about $1,000 less than last year as the cost for lunch is less.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE RECOMMENDING TO FOUNDATION TO FUND STAFF APPRECIATION DAY IN NOVEMBER NOT TO EXCEED $2,100.00.

AYES: ALICIA HENRY, VAN MILLER, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, ROBERT PORTER, WHITNEY ROBERSON

THE MOTION CARRIED UNANIMOUSLY.

B. Recommend Approval of Recommending to Foundation to Fund Costs for Director Reception Not to Exceed $1,250.00

President Koos shared that she had spoken with the Foundation President, Mary Ann Webb, and that they had offered to fund the reception for Director Hamilton.

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE RECOMMENDING TO FOUNDATION TO FUND COSTS FOR DIRECTOR RECEPTION NOT TO EXCEED $1,250.00.

AYES: ALICIA HENRY, VAN MILLER, MIKE RAIKES, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: ALEX CARDONA, ROBERT PORTER, WHITNEY ROBERSON

THE MOTION CARRIED UNANIMOUSLY.

C. Recommend Approval of Waiving Three-Quote Requirement for Freegal Music Subscription Service in the Amount of $17,124.00

Director Hamilton reviewed that this is a service that allows customers to download songs for free, and they are able to keep them. She recommended that this service be renewed this year, but with the understanding that the Library is looking into different, comparable services in the future that are more cost effective.

There was some discussion on this, and the consensus was that Freegal be notified that the Library will be cancelling their service after this year.

VAN MILLER MOVED, MIKE RAIKES SECONDED, TO APPROVE WAIVING THREE-QUOTE REQUIREMENT FOR FREEGAL MUSIC SUBSCRIPTION SERVICE IN THE AMOUNT OF $17,124.00.

AYES WITH REGRET: ALICIA HENRY, VAN MILLER, MIKE RAIKES, CAROL KOOS

NAYES: JULIAN WESTERHOUT

ABSENT: ALEX CARDONA, ROBERT PORTER, WHITNEY ROBERSON

THE MOTION CARRIED.

D. Discussion and Approval of Health and Safety Policy

Director Hamilton shared that the Library wanted to have an action policy in place, in the event there was an issue with roaches, lice, bed bugs, etc. that threatened the health and safety of the Library and its customers.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO

APPROVE ADOPTING THE HEALTH AND SAFETY POLICY. THE MOTION CARRIED UNANIMOUSLY.

E. Discussion and Approval of Public Comment Policy

Director Hamilton reviewed the draft of policy, stating that it is very similar to the City policy, but less strict.

There was some discussion on this, and a few changes were recommended.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE ADOPTING THE PUBLIC COMMENT POLICY WITH THE EMENDATIONS. THE MOTION CARRIED UNANIMOUSLY.

XII. Comments from Board Trustees

Julian Westerhout apologized for missing the public Director Reception as he was out of town.

XIII. Adjournment

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOULSY.

President Koos adjourned the meeting at 6:44 p.m.