BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 21, 2015

5:15 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Minutes

I. Call to Order
President Koos called the meeting to order at 5:15 p.m.

II. Roll Call

MEMBERS PRESENT:	Brittany Cornell, Van Miller, Susan O'Rourke, Robert Porter, Whitney Thomas, Carol Koos
MEMBERS ABSENT:	Emily Kelahan, Mike Raikes, Julian Westerhout
OTHERS PRESENT:	Mark Anderson(BACC), Georgia Bouda, Michelle Cope, Justin DeFields(BACC), Chad Frankeberger (Farnsworth), Laura Golaszewski, David Hales (City Manager), Kathy Jeakins, Patricia Marton, Rhonda Massie, Maria Nagle(Pantagraph), Caprice Prochnow, Joe Ragusa (WJBC), Allison Schmid, Carol Torrens, Melissa Waltrip

III. Introductions/Public Comment
President Koos and Director Bouda introduced the guests present.

IV. Approval of Minutes
A. June 23, 2015

BRITTANY CORNELL MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE JUNE 23, 2015 MEETING WITH EMENDATIONS. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
A. Introduce Mark Anderson, Bloomington Area Career Center

President Koos introduced Mark Anderson and his student, Justin DeFields from the District 87 Bloomington Area Career Center. Mark is an instructor at Bloomington High School and teaches Civil Engineering and Architecture. President Koos shared that Mark Anderson has approached the Library about his students working in conjunction with Farnsworth on coming up with some designs for developing the area south of the Library. While it will be their objective to create a design, the Library is not obliged to use it, but we do get the advantage of actually seeing the design, and this will help us envision what a finished product may look like. Farnsworth is willing to work with this class, and in doing so there is no extra expense for the Library, and it is good experience for the students.

Mark Anderson thanked the Library Board and he hopes his class can provide some worthwhile concepts for the Library and that the Library can benefit from a perspective of a teen that may use the Library.
Justin DeFields introduced himself as a Junior Architect student at Nebraska University and past student of Mark Anderson's. He showed a model of a new, redesigned library for Normal that he created in this class.

President Koos stated that she has received a letter from Director Bouda and the staff of the Library that they have requested be read to the Board. President Koos stated that the Board needs to remember that each of them was appointed to serve as members of the Board of Trustees and to work together. They are not independent agents of the Board of Trustees. It is important to keep in mind the many duties that they have as Board Trustees and to respect the opinions and contributions of other Trustees, as well as staff. A few Trustees felt that the President was asking the Board to not speak to the media. President Koos preferred that once the Board has reached a decision, all trustees should support it publically regardless of their personal feelings.
Brittany Cornell stated that she was sorry that the staff felt that there was an adversarial relationship between them and the Board as this was not the intent. Brittany said she did not feel Emily Kelahan was overly critical of staff during the interview with Charlie Schlenker from WGLT. Brittany respectfully objected to President Koos' request that the trustees not speak to the media unless there is a consensus opinion of the Board.
Regarding the bookmobile routes, President Koos stated there are still issues to be discussed and we should not be hearing on the radio that we are not in agreement on the issue, but rather it should be on the table in front of us.

B. Nominate Trustee to Library Foundation Board

President Koos shared that she has asked Robert Porter to serve on the Foundation Board and he has agreed to serve.

SUSAN O'ROURKE MOVED, VAN MILLER SECONDED, TO APPROVE THE NOMINATION OF ROBERT PORTER TO THE LIBRARY FOUNDATION. THE MOTION CARRIED UNANIMOUSLY.

VI. Director's Report

Director Bouda distributed an interesting article from Alternet that was titled, "All Those Techies Who Predicted the Demise of the Public Library Were Wrong". She stated that she thought this was very appropriate to the new study that the library is about to embark on and that libraries are still very relevant and used in our country.

VII. Fiscal Report

Kathy Jeakins stated that another Property Tax Distribution was received in June. Total expenses were at 17.9% at the end of June. At the end of two months, expenses should be at 16.7%. The over-spending is due to the annual payment of many public access software packages being made in May or June, the annual ERI Reimbursement to City, and the annual Fixed Asset Fund Transfer.
She entertained questions.

VIII. Approval of Bills

BRITTANY CORNELL MOVED, WHITNEY THOMAS SECONDED, TO APPROVE THE BILLS LIST FROM JUNE 2015. THE MOTION CARRIED UNANIMOUSLY.

IX. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet. Robert Porter shared that he and President Koos met with the Director to discuss her evaluation results for FY15. With a Strategic Planning retreat planned for the near future, he felt it was appropriate to wait so it can be used in the development of the Director's goals. Robert Porter stated that the director evaluation will be sent out to management staff to fill out anonymously and then be returned to him.

Susan O'Rourke stated that she felt some basic goals for the Director should be established sooner rather than waiting for the strategic plan to be accomplished. She shared some of the goals that she had in mind for the Director. There was discussion on this.

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

Brittany Cornell, Vice Chair reviewed the Chair's report.

X. Unfinished Business

A. Discussion of Bookmobile Routes

President Koos reviewed what has transpired with the bookmobile routes and the issues that need to be addressed.

Director Bouda stated that the standard rule of thumb has been that the library does not have bookmobile stops within one mile of a library, but currently the library does not have any bookmobile stops within two miles. There are no stops within the 2 mile mark either because none have been requested or stops have been tried and have failed.

President Koos stated that the areas not served are quite diverse within the 2 miles, such as Country Club Place, Founders Grove, commercial, Miller Park, and far west residents.

Director Bouda shared that she and IT Manager Jon Whited have been talking with the City Engineering staff and we should be able to get population by census tract. With this information, we will be able to determine in what area of the City cardholders reside and will be able to see where the real lack is in relation to the number of cardholders and the population of an area. Director Bouda stated that another idea is to have focus groups with members from churches or other organizations from different areas of the City so that library staff would have the opportunity to find out what their needs are, what kind of services they would like to have, and then let them know the services that we offer.

Whitney Thomas shared some of her experience working at the Boys and Girls Club, which is located next to a low income apartment complex on the west side. She went on to say how difficult it was to get the parents to sign permission slips for the kids to participate in field trips, signing up for library cards, etc. Whitney shared that the last summer she worked there, library staff was present at registration for summer camp and the bookmobile stopped there regularly. She added that of the 100 kids that they had signed up, not many of the parents signed up their kids for library cards, and only about 20 of them actually used the bookmobile.

Director Bouda shared that some organizations would get more use out of having a deposit collection rather than a bookmobile stop.

Michelle Cope, Deposit Coordinator, stated that Bloomington Day Care, Milestones Learning Center, and Western Avenue Community Center are just some of the organizations on the west side that utilize the deposit collection service. She went on to say that staff at Bloomington Day Care shared that some parents were not clear on how to obtain a library card, so Marketing is developing a two-sided card that explains the basics of what is needed to obtain a library card. These will be available at the Market Street Square Shopping Center, which will soon be a new bookmobile stop.

Laura Golaszewski explained that deposits are a collection of books loaned to nursing homes, senior centers, child care facilities and other community agencies throughout Bloomington. There are currently a total of thirteen deposit collection locations. Laura stated that the collection of books is based upon what that site requests and the site facilitates the borrowing and return of items. She added the borrowing of books at a deposit location does not require one to have a library card.

Susan O'Rourke suggested "To maintain Circulation levels, but to serve the entire Bloomington community with regular, safe, and easily accessible bookmobile stops" as a policy.

Susan O'Rourke suggested that perhaps the turnaround for bookmobile stops could be four weeks rather than three weeks, which would allow for a 25% increase in time in the schedule to think about where else the bookmobile should be available in the community.

Carol Torrens stated that the library used to have a four week turnaround for the bookmobile, and people tended to forget as it was too long in between the stops. Then the turnaround was changed to three weeks, and the stops were much more successful.

Susan O'Rourke suggested that rather than two trained library personnel, with one possessing a CDL license and driving the bookmobile, that perhaps school bus drivers could be hired just for the purpose of driving the bookmobile in order to open up the schedule a bit on qualified library personnel in order to add additional stops for the bookmobile. Library staff explained that both parties on the bookmobile need to be qualified library personnel in order to check in/check out books, look up library accounts, make library cards, etc. for those that visit the bookmobile.

Van Miller stated that the Board needs to make sure the Library is serving the community, and he would like to put this in staff's hands to determine the best way to do that. He went on to say, that the bookmobile may not be the right choice for serving certain pockets of the community.

President Koos proposed that if any Trustees have any questions or suggestions on bookmobile practices or ideas for promoting library card signup, please email both her and the Director so that a response or information may be gathered prior to the next Board meeting. She went on to say, that this will allow for a concerted discussion and move this topic along a little better during the meeting.

Van Miller departed the meeting at 7:30 p.m.

XI. New Business

A. Approve Agreement with Farnsworth Group

Director Bouda stated that included in the packet is the Scope of Work that was discussed between her, President Koos and Ed Barry from Farnsworth. She went on to say, that they would like the Board to approve up to the total cost and the scope of work. Director Bouda stated that the contract will be reviewed by Jeff Jurgens, City Attorney. The contract will be presented at the next meeting for approval of the Board.

President Koos stated that if any trustees have any questions or recommendations on the contract with Farnsworth that they should email them to the Director so that she will have them when Legal reviews the contract.

> ROBERT PORTER MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE SCOPE OF WORK AS WRITTEN WITH FARNSWORTH GROUP, PENDING FINAL APPROVAL OF THE LEGAL CONTRACT THAT THE CITY WILL REVIEW, OF UP TO $80,500.00, WITH THE UNDERSTANDING THAT THE INFORMATION GATHERED IN ITEMS A., B. AND C. BY FARNSWORTH FOR

THE NEEDS ASSESSMENT WILL BE THE PROPERTY OF THE BLOOMINGTON PUBLIC LIBRARY.

AYES: BRITTANY CORNELL, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY THOMAS, CAROL KOOS

NAYES: NONE

ABSENT: EMILY KELAHAN, VAN MILLER, MIKE RAIKES, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Consultant and Set Date for Revision of Strategic Plan
Director Bouda shared that she reached out to three possible facilitators for our strategic planning retreat. Deb Halperin is readily available and will do this at no charge, Julie Hile is not available until October and charges $6,000 - $7,000 for a day retreat, and Dina Emser, who was recommended by Susan, charges between $600 - $700 per day.
Director Bouda shared a number of key pieces are already in place and that the plan may just need some updating, so that the development of a new plan should not take many months.
The 5 or 6 goals included in the Anders Dahlgren report need to be reviewed and that these goals are used annually in the Business Plan. Deb Halperin suggested a survey to distribute prior to the retreat to determine what has support and what does not in the document.
Director Bouda shared that so far there is not a Saturday that works for all trustees to attend. She suggested that perhaps two meeting dates a week apart or possibly the two days in September that the Committees meet might work better for everyone. She will send out another Doodle to get some dates lined up.

ROBERT PORTER MOVED, WHITNEY THOMAS SECONDED, TO RETAIN DEB HALPERIN AS THE FACILITATOR FOR THE STRATEGIC PLAN RETREAT. THE MOTION CARRIED.

C. Waive Three Quote Requirement to Renew Collection HQ Service from Bridgeall Libraries in the Amount of $14,425.00
Director Bouda shared that this is the software used for collection development.

SUSAN O'ROURKE MOVED, ROBERT PORTER SECONDED, TO WAIVE THE THREE QUOTE REQUIREMENT TO RENEW COLLECTION HQ SERVICE FROM BRIDGEALL LIBRARIES IN THE AMOUNT OF $14,425.00.

AYES: BRITTANY CORNELL, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY THOMAS, CAROL KOOS

NAYES: NONE

ABSENT: EMILY KELAHAN, VAN MILLER, MIKE RAIKES, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

D. Waive Competitive Bid Process to Renew OCLC Service from Illinois Heartland Library System in the Amount of $21,875.71
Director Bouda shared that OCLC is a very large, nationwide vendor that provides cataloging records, and in the State of Illinois, libraries are required to use OCLC records that go into the World CAT database which covers the entire State of Illinois.

SUSAN O'ROURKE MOVED, ROBERT PORTER SECONDED, TO WAIVE THE COMPETITIVE BID PROCESS TO RENEW OCLC SERVICE FROM ILLINOIS HEARTLAND LIBRARY SYSTEM IN THE AMOUNT OF $21, 875.71.

AYES: BRITTANY CORNELL, SUSAN O'ROURKE, ROBERT PORTER, WHITNEY THOMAS, CAROL KOOS

NAYES: NONE

ABSENT: EMILY KELAHAN, VAN MILLER, MIKE RAIKES, JULIAN WESTERHOUT

THE MOTION CARRIED UNANIMOUSLY.

SUSAN O'ROURKE MOVED, ROBERT PORTER SECONDED, TO TABLE ITEMS XI.E. AND XI.F. UNTIL THE NEXT BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

E. Approve Posting of Committee Meeting Minutes on Website

F. Approve Elimination of Attachments to Minutes

XII. Comments from Board Members
President Koos stated that she is sorry that the Board is losing Brittany Cornell and that she is wished all the best. She went on to say that Brittany has been a very good Board member and then presented Brittany with an engraved book clock.

XII. Adjournment
BRITTANY CORNELL MOVED, WHITNEY THOMAS SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:51 p.m.