

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, July 18, 2017

5:30 p.m.

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

Minutes

- I. Call to Order
President Cardona called the meeting to order at 5:32 p.m.
- II. Roll Call
MEMBERS PRESENT: Alicia Henry, Dianne Hollister, Susan Mohr, Mike Raikes, Alex Cardona

MEMBERS ABSENT: Kiasha Henry, Van Miller, Julian Westerhout, Alicia Whitworth

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
There were no public in attendance.
- IV. Public Comment
There were no public comments.
- V. Consent Agenda
 - A. Recommend Approval of Minutes of June 20, 2017 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of June 2017
MIKE RAIKES MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.
- VI. President's Report
President Cardona reported that there was good discussion at the Foundation Board meeting that was held last week. He went on to say that Eliazar Mendiola was just elected as the new President of the Foundation Board, and that he and Director Hamilton will be meeting with Eliazar to discuss the future of the Library, and the possibility of the Foundation doing some fundraising for a Library expansion.
- VII. Director's Report
Director Hamilton reported that the Annual Report was filed with the State, and there is a copy available for perusal.
Director Hamilton shared that the ILA Trustee Day will be held in Tinley Park on October 12 from 8 – 4, and anyone wanting to attend this, can contact her, and she will provide more

information. She went on to say that if no one is wanting to travel to Tinley Park, next year's ILA Conference will be held in Peoria.

Director Hamilton stated that the Library applied for and was accepted to a McLean County Multi-Cultural Leadership Program Project for non-profit organizations. The project that was submitted was a "door to door campaign" to increase public awareness of the services offered by the Library. She went on to say that often, organizations do this to build up to a tax referendum or some sort of campaign.

She entertained questions regarding what was reported.

VIII. Fiscal Report Presented by Kathy Jeakins, Business Manager

Kathy Jeakins reported that two more property tax distributions were received. Two more distributions are expected at the end of August and first of September, and a smaller one in December. Expenditures are at 14% so far, this fiscal year.

There was some discussion regarding preparing the FY19 budget, and how it will fit in with a library expansion.

IX. New Business

A. Recommend Approval of Intergovernmental Agreement with McLean County Unit District No. 5

Director Hamilton stated that the Library would like to implement the Student Card program with Unit 5 School District, and this is the Intergovernmental Agreement for the partnership. She shared that this agreement is essentially the same agreement that Normal Public Library has with the School District, minus a few components that were specific to the Normal Public Library. Along with this, some information was added in, regarding Golden Prairie Public Library District.

MIKE RAIKES MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE INTERGOVERNMENTAL AGREEMENT WITH MCLEAN COUNTY UNIT DISTRICT NO. 5. THE MOTION CARRIED UNANIMOUSLY.

B. Recommend Approval of Waiving the Three Quote Requirement to Renew Collection HQ Service from Bridgeall Libraries in the Amount of \$14,425.00

Director Hamilton reviewed with the Trustees that Collection HQ is a tool that is basically used by the Selectors for collection management. This applies to anything in a collection, except for eBooks. She entertained questions.

MIKE RAIKES MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE WAIVING THE THREE QUOTE REQUIREMENT TO RENEW COLLECTION HQ SERVICE FROM BRIDGEALL LIBRARIES IN THE AMOUNT OF \$14,425.00.

AYES: ALICIA HENRY, DIANNE HOLLISTER, SUSAN MOHR, MIKE RAIKES, ALEX CARDONA

NAYES: NONE

ABSENT: KIASHA HENRY, VAN MILLER, JULIAN WESTERHOUT, ALICIA WHITWORTH

C. Discussion on Executive Session Minutes Process and Contracting with a Transcribing Service

Director Hamilton stated that there had been some discussion at the last meeting about Executive Session minutes, and she has done some research on this. She reviewed the

City Clerk's practice with Executive Session minutes in comparison with our current practice. Director Hamilton stated that the Library's Podcast Committee has used Rev.com which charges a \$1.00 a minute. She reviewed how their service works, and the fact that the cassette tapes previously used will need to be converted to digital to be uploaded. This means that a convertor would need to be purchased, and they run anywhere from \$20 - \$110. On the plus side, the convertor could be added to the Digital Media equipment for public use, as there have been requests for this in the past. Director Hamilton recommended that the audio cassette/mp3 convertor be purchased, approve all the outstanding minutes, allow her to have access to the safe, thereby allowing her to review the contents of the safe and create a table of contents. Then, for the future, the Board Secretary would create minutes as soon as possible or submit to a transcribing service. The minutes would be provided to the Trustees for advance review, and any corrections would then be sent to the Board Secretary, then an edited copy would be provided to Trustees for advance review, and the minutes would be approved at the following meeting. Then every six months, the table of contents would be reviewed to see if minutes should be released, and/or if we are okay with destroying the tapes that are 18 months or older.

There was some discussion, and the consensus was for Director Hamilton to proceed with her recommendation.

X. Old Business

A. Discussion on Library Expansion

President Cardona stated that besides a future meeting with the Foundation President and taking a good look at the budget to get ahead of things, he and Jeanne will be setting meetings with some downtown partners and the Downtown Task Force in the near future.

Director Hamilton stated that she had compiled a list of frequently asked questions (that was included in the packet), and will add a question regarding the circulation numbers being down, but there are other numbers that are up. She asked the Trustees to please offer input on any other questions that they would like to see included.

XI. Comments from Board Trustees

Susan Mohr stated that she attended the Parks & Recreation public meeting last week, and there was a question asked whether there was any thought of a collaboration with the library, regarding spaces for community events. There was some discussion on this.

XII. Adjournment

MIKE RAIKES MOVED, DIANNE HOLLISTER SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Cardona adjourned the meeting at 6:27 p.m.