

BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

June 23, 2015

OATH OF OFFICE FOR NEW TRUSTEE

5:00 – 5:15 p.m.

REGULAR MEETING

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 5:17 p.m.

President Koos stated that Trustee, Brittany Cornell is ill and that she had asked to participate in the Board meeting via conference call.

EMILY KELAHAAN MOVED, VAN MILLER SECONDED, TO ALLOW BRITTANY CORNELL TO PARTICIPATE IN THE BOARD MEETING VIA CONFERENCE CALL. THE MOTION CARRIED UNANIMOUSLY.

II. Roll Call

MEMBERS PRESENT: Brittany Cornell (via conference call), Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Thomas, Julian Westerhout, Carol Koos

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Andy Dahn (WJBC), Laura Golaszewski, Adrienne Ives (GPPLD), Kathy Jeakins, Angela Fyans-Jimenez (Interim City Attorney), Caprice Prochnow, Patti Salch (GPPLD), Carol Torrens, Gayle Tucker

III. Introductions/Public Comment

President Koos introduced those present at the meeting.

IV. Approval of Minutes

A. May 19, 2015

EMILY KELAHAAN MOVED, WHITNEY THOMAS SECONDED, TO APPROVE THE MINUTES FROM THE MAY 19, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

B. June 3, 2015

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE JUNE 3, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Koos stated that she is looking forward to working with the Trustees on the Board. President Koos shared that she recently attended a Golden Prairie Public Library District Board meeting and shared that the bookmobile stops were a topic of discussion as there are stops in the Golden Prairie area.

VI. Director's Report

Director Bouda shared that Terry Fisk who was featured in an article about UFOs in Sunday's Pantagraph has had programs here at the Library.

Director Bouda shared that the ever popular Music Makers program, held twice weekly during Summer Reading, had 149 attendees for the 10:00 a.m. showing today. Director Bouda stated that she and staff have been working together to come up with a couple more locations on the west side for bookmobile stops. One stop being considered is at the Market Square Shopping Center off of West Market and the other is at Miller Park Pavilion. Director Bouda stated that advertising of any new stops will be posted on the website, social media, post cards and flyers distributed at the organization, nearby businesses or neighborhoods. Director Bouda stated that any new stops would not become effective until late August. Director Bouda reviewed with the Trustees that the Library does a great deal of collaboration and programming all over the City, but she wanted to share with the Board the many services that are offered to folks on the west side of Bloomington other than the bookmobile.

They are as follows:

- Deposit Collection at Miller Park and two programs are offered there twice per season with Parks & Recreation. There is also a Tech Drop-In Day on the first Thursday of the month.
- Tech Drop-In Day at Lincoln Leisure Center.
- A partnership with Head Start for many years to promote family literacy. They bring their kids here to the Library for library card signup, Story Time, librarians visit their classroom locations, and it has been a very good partnership for both of us.
- The Teen Librarians from both Bloomington and Normal go together to all the Unit 5 Junior High Schools and promote books and reading and our appointed programs every month.
- This summer the Library is partnering with District 87 and their Summer Feedings (free lunch) at Sheridan and Irving Schools and do story times and crafts.
- The past two years in the fall the Library has organized Principal Reads programs with all of the District 87 grade schools.
- The Library uses Curious George, Clifford, and Dora costumes at various family literacy expos, such as Books Alive at Western Avenue Community Center, the 5K race/walk on the Westside and Irving Park Block Party.
- The Library partners with the Tool Library for various programs here at the Library.

- Children's librarians visit every school in District 87. They also visit day cares all over the City and host day care centers at the Library.
- The Library received a grant last year to do a Prime Time literacy program. We worked with Bent School and the families selected to promote family literacy for 3<sup>rd</sup> grade students and their families.
- 21<sup>st</sup> Century Community Learning Center Grant – Boys and Girls Club reached out to us to partner on the application for this grant. The grant includes guided tours of the library, library card sign up at several Boys & Girls Club events, and 3 to 4 technology related programs.

Director Bouda stated that she will be attending the American Library Association Conference in San Francisco, and she will be leaving on Thursday and back the following Tuesday.

Director Bouda stated that she had included the FY16 Business Plan in the packet. She went on to say that she and the Department Managers spend a day or two in August developing this for the next fiscal year.

## VII. Fiscal Report

Kathy Jeakins shared that the first Property Tax Distribution was received in May. She entertained questions.

## VIII. Approval of Bills

MIKE RAIKES MOVED, ROBERT PORTER SECONDED, TO APPROVE THE BILLS LIST FROM MAY 2015. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2015.06"

## IX. Committee Reports and Discussion

### A. Budget & Personnel

President Koos reviewed that the two agenda items under the Budget & Personnel Committee are the discussion of goals for the Director that the committee had compiled, which would be done in Executive Session and recommending approval to close out the FY15 Director's Evaluation.

President Koos reviewed with Trustees that according to the Singer Group Evaluation (that was adopted by the Board on April 1, 2015) there is procedure for the development of goals that is integral to the Singer Group Evaluation. According to the Singer Group Evaluation, the Director's goals will come from the future Strategic Plan, from the Director's job description, and the Core Competencies that the Board supplies. President Koos stated that with this, the Board unfortunately cannot entertain goals that were devised by the Committee and presented to the Board to review as it is not the established procedure that was voted on and approved by the Board on April 1. There was some discussion on this and it was suggested that a retreat take place to revise the Strategic Plan. President Koos stated that she will have Director Bouda contact Deb Halperin to see her availability as well as sending out a Doodle to assess Trustee availability.

President Koos stated that this will be an agenda item for discussion in July.

### 1. Executive Session to Discuss a Personnel Matter – Director's Performance

Since the goals will be established by the Board in a procedural manner at a later date, the Executive Session will not take place.

2. Recommend Approval to Close Out the Director's Evaluation for FY15  
President Koos and Robert Porter, Chair of Budget & Personnel Committee, will meet with Director Bouda to discuss the evaluation results.
- B. Planning, Policies & Programs (3 P's)  
Emily Kelahan shared that the issue of bookmobile stops will be included on the agenda for the July 3 P's Committee meeting.  
There was much discussion on whether the future of bookmobile stops should be determined just by 3 P's Committee or the full Board. The end result was that the issue of bookmobile stops will be included on the July 3 P's Committee Agenda and it will also be included on the BPL Board agendas for the foreseeable future.
1. Recommend Approval to Amend the Language of Item e. of the Bylaws  
President Koos stated that since it is stated in the Bylaws that Robert's Rules of Order shall govern the parliamentary procedure of the Board and since this language is contained within, there really is no need to amend the language of item e. of the Bylaws.

EMILY KELAHAH MOVED, NO SECOND NEEDED TO AMEND THE LANGUAGE OF ITEM E. OF THE BYLAWS.

EMILY KELAHAH MOVED, SUSAN O'ROURKE SECONDED TO CALL THE QUESTION. THE MOTION CARRIED UNANIMOUSLY.

X. New Business

- A. Approve Non-Resident Fee for 7/01/15-6/30/16  
Director Bouda reviewed the Non-Resident fee with the Trustees.

ROBERT PORTER MOVED, EMILY KELAHAH SECONDED, TO APPROVE THE NON-RESIDENT FEE FOR 7/01/15 - 6/30/16 IN THE AMOUNT OF \$145.00. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "X.A."

- B. Waive Three-Quote Requirement for Freegal Music Subscription Service  
Director Bouda reviewed that the Library has had this service for a few years, and this service allows a library cardholder to download three songs for free each week. This is the renewal fee for this service.

MIKE RAIKES MOVED, EMILY KELAHAH SECONDED, TO WAIVE THE THREE-QUOTE REQUIREMENT FOR FREEGAL MUSIC SUBSCRIPTION SERVICE IN THE AMOUNT OF \$16,625.00.

AYES: BRITTANY CORNELL, EMILY KELAHAH, VAN MILLER,  
ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, CAROL KOOS

NAYES: SUSAN O'ROURKE, JULIAN WESTERHOUT

ABSENT: NONE

THE MOTION CARRIED.

See Attachment "X.B."

- C. Approve Recommendation to Foundation for 2015 Summer Reading Programs Costs of \$19,965.00

Director Bouda reviewed the history on this.

ROBERT PORTER MOVED, EMILY KELAHAN SECONDED, TO APPROVE A RECOMMENDATION TO THE FOUNDATION FOR 2015 SUMMER READING PROGRAM COSTS OF \$19,965.00.

AYES: BRITTANY CORNELL, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "X.C."

#### XI.Unfinished Business

- A. Background/History of RFQ

Susan O'Rourke shared some of the history on the RFQ with new Trustees.

- B. Discussion and Selection of Firm to Conduct Needs Assessment, Programming, Site Analysis and Conceptual Design

EMILY KELAHAN MOVED, ROBERT PORTER SECONDED, TO SELECT NAGLE HARTRAY TO CONDUCT THE NEEDS ASSESSMENT, PROGRAMMING, SITE ANALYSIS AND CONCEPTUAL DESIGN FOR EXPANSION OF THE BLOOMINGTON PUBLIC LIBRARY.

AYES: BRITTANY CORNELL, EMILY KELAHAN, SUSAN O'ROURKE

NAYES: VAN MILLER, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

ABSENT: NONE

THE MOTION FAILED.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO SELECT FARNSWORTH GROUP TO CONDUCT NEEDS ASSESSMENT, PROGRAMMING, SITE ANALYSIS AND CONCEPTUAL DESIGN FOR EXPANSION OF THE BLOOMINGTON PUBLIC LIBRARY.

AYES: EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: BRITTANY CORNELL

ABSENT: NONE

THE MOTION CARRIED.

EMILY KELAHAN MOVED, JULIAN WESTERHOUT SECONDED, TO AUTHORIZE DIRECTOR BOUDA AND PRESIDENT KOOS TO ENGAGE IN CONTRACT NEGOTIATIONS WITH FARNSWORTH GROUP.

AYES: BRITTANY CORNELL, EMILY KELAHAN, VAN MILLER, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, JULIAN WESTERHOUT, CAROL KOOS

NAYES: SUSAN O'ROURKE

ABSENT: NONE

THE MOTION CARRIED.

## XII. Comments from Board Members

Robert Porter stated that there was a tremendous article on the Summer Reading program in the Pantagraph a few weeks ago and he wanted to thank those present that are involved. This is a wonderful service for the community and it makes him very proud to be associated with the Library.

Susan O'Rourke stated at the last Board meeting, she had asked if both President Koos and Director Bouda along with herself would be willing to meet with Sara McCubbins and Linda Darby from ISU to discuss the Library's Vision and Mission Statement for their Innovation Hub project. She asked if a meeting with them is still a possibility. After a brief discussion, it was decided that Susan O'Rourke, President Koos, and Director Bouda will discuss a meeting time that fits into all of their schedules.

Brittany Cornell announced that the July Board meeting will be her last as she will soon be moving to Colorado.

## XIII. Adjournment

VAN MILLER MOVED, MIKE RAIKES SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:56 p.m.

