

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, June 21, 2022
5:30 p.m.

Osborn Room
Bloomington Police Department
305 S East St, Bloomington, IL 61701

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:32 p.m.
- II. Roll Call
Trustees Present: John Argenziano (arrived 5:35 p.m.), Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker (arrived at 5:35 p.m.), Matt Watchinski, Julian Westerhout

Trustees Absent: Susan Mohr, Alicia Whitworth

Others Present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
Kevin Woodard from Cities 92.9 radio station was in attendance.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout reported that construction is really getting started. He went on to say that this will continue to evolve as far as access and staging of materials. Julian shared that he has been getting positive comments from community members on the construction starting.
- VI. Director's Report
Jeanne Hamilton stated that the focus has been on coordinating construction and packing up the collection that is moving to storage. Jeanne shared that next month the Union agreement will be on the agenda for approval. She went on to say that the management team and union team came to an agreement last week and the union is expected to ratify at the end of this month. The agreement then comes to the Board and then to City Council.
- VII. Fiscal Report Presentation
Kathy Jeakins, Business Manager, reported that the final unaudited report from FY22 is in the packet and pointed out that expenses were underspent, and revenues were more than budgeted. She went on to say that if the traditional transfer of 50% of unspent revenues is made, it should be approximately \$200,000. Kathy stated that Property Tax Distributions have started arriving. For the FY23, expenses and revenues should be at 8.3% through the end of May. Revenues are higher than that and expenditures are lower than that. Kathy shared that the Expansion Report was included in the packet and noted that the Bond proceeds of \$14M+ were received. She entertained questions.

VIII. Consent Agenda

- A. Approve Minutes of May 17, 2022, Regular BPL Board Meeting
- B. Approve Minutes of April 19, 2022, BPL Board Executive Session Meeting
- C. Approve Bills List of May 2022

DIANNE HOLLISTER MOVED, MATT WATCHINSKI SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

IX. Approval Items

- A. Waive the Competitive Bid Requirement and Approve the Annual OCLC Service from Illinois Heartland Library System

Jeanne reviewed that this service provides the catalog records and facilitates the interlibrary loan service. She went on to say that this is the only service that provides the interlibrary loan service.

MATT WATCHINSKI MOVED, CATRINA PARKER SECONDED, THAT THE COMPETITIVE BID PROCESS BE WAIVED, AND THE LIBRARY DIRECTOR AUTHORIZE PAYMENT FOR OCLC SERVICE TO ILLINOIS HEARTLAND LIBRARY SYSTEM IN THE AMOUNT OF \$25,828.39.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Julian Westerhout

Nays: None

Absent: Susan Mohr, Alicia Whitworth,

THE MOTION CARRIED UNANIMOUSLY.

- B. Approve Non-Resident Card Fee for 7.01.22 – 6.30.23

Jeanne stated that McLean County is actually a well served county in terms of library service. She went on to say that non-resident cards can only be sold to residents from areas without a public library. Jeanne shared that LeRoy is a primary area and there are some other small pockets in rural Bloomington that aren't served by Golden Prairie or Bloomington Public Library. She went on to say that the last two years, the Library has followed the tax bill method. Jeanne shared that last year a law was passed requiring libraries that provide non-resident cards to waive the fee for students from K-12 that qualify for the free lunch. She went on to say that this year, a complimentary law was passed allowing libraries to extend that fee waiver to all people under the age of 18. Jeanne shared that there are only 10 households receiving non-resident cards, so she recommends the Library take advantage of this fee waiver and extend it to all people under 18.

CATRINA PARKER MOVED, MATT WATCHINSKI SECONDED, TO APPROVE NON-RESIDENT CARD FEE FOR 7.01.22 – 6.30.23 USING THE TAX BILL METHOD. THE MOTION CARRIED UNANIMOUSLY.

- C. Approve the Sale of Surplus Artwork

Jeanne recommended that 52 pieces of the 147 pieces of art accumulated through purchases and donations either be sold, donated or discarded.

There was much discussion on this.

VAN MILLER MOVED, CATRINA PARKER SECONDED, TO APPROVE THE SALE OF SURPLUS ARTWORK.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Julian Westerhout

Nays: None

Absent: Susan Mohr, Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

D. Approve the Proposed Purchasing and Surplus Policy Amendments

Jeanne reviewed the proposed changes to the Purchasing and Surplus Policy that are sought due to price increases. There was much discussion on this.

VAN MILLER MOVED, JOHN ARGENZIANO SECONDED, TO APPROVE THE PROPOSED PURCHASING AND SURPLUS POLICY AMENDMENTS WITH THE AMENDATION OF CONSULTING WITH THE BOARD PRESIDENT OR HIS DESIGNEE PRIOR TO ANY PURCHASE RELATED TO URGENT CONSTRUCTION DECISIONS OR DURING EMERGENCIES INVOLVING PUBLIC HEALTH OR SAFETY.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Julian Westerhout

Nays: None

Absent: Susan Mohr, Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

E. Authorize the Director to Enter into a Contract for the Lease of Storage Space

Jeanne shared that there is a climate-controlled storage space shortage in the Bloomington-Normal area. With this, staff have had to look at other untraditional spaces for the storage of the collection. She went on to say that she requests that the board waive the competitive bid process and enter into a lease for the 2,600 square foot space intended for storage purposes.

DIANNE HOLLISTER MOVED, MATT WATCHINSKI SECONDED, TO AUTHORIZE THE DIRECTOR TO ENTER INTO AN AGREEMENT FOR CONDITIONED STORAGE SPACE OF 2,600 FEET AT 1316 E. EMPIRE STREET, BLOOMINGTON, IL FOR THE AMOUNT OF \$26,400 FOR ONE YEAR.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Julian Westerhout

Nays: None

Absent: Susan Mohr, Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

X. Discussion Items

A. Annual Sexual Harassment Training for Trustees

Jeanne shared that it is a law that Trustees go through the prevention training each year. Jeanne reviewed the Sexual Harassment Training Power Point with the Trustees.

B. Director's Goals for FY23

Julian Westerhout stated that this was talked about briefly at the last meeting. He went on to say that the Jeanne's main focus should be the construction project and continued development of outreach services.

Jeanne stated that she had a draft of goals for this next fiscal year and shared the document with the Trustees. The goals included the construction, guiding the EDI Committee to complete at least two projects to improve service to our diverse community, negotiating the collective bargaining agreement, and planning and launching an outreach and techmobile pilot program.

XI. Library Expansion and Fundraising

Jeanne stated that things are going well, and fundraising is moving along. A steady stream of donations is being received and a lot are under the \$5,000 mark.

Jeanne shared that yesterday was our first closure with the expansion as the original underground power had to be replaced with temporary power for safety reasons. She went on to say, that the parking lot has been reduced by half and the striping of the lot was done at the same time. There was some discussion on the road closures and how traffic will be affected.

XII. Comments from Trustees

Dianne Hollister asked if we are considering a time capsule for the new building. Jeanne shared that she has an unopened time capsule in her office that was unearthed, but not sure of the time frame that it is from. She went on to say that since what is inside is unknown, we will open it and do a video recording.

Dianne shared that the Pantagraph is partnering with some libraries in McLean County to offer programs on Fridays. She is going to share the article with Jeanne.

John Argenziano suggested again about doing something for the neighborhood with the inconvenience of the construction. Jeanne shared that his suggestion was taken, and staff took the neighbors a popcorn tin from Donny B's with a tag line of "There is Nothing Butter than You".

XIII. Adjournment

VAN MILLER MOVED, MATT WATCHINSKI SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:25 p.m.