BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, June 21, 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 5:32 p.m.

II. Roll Call

MEMBERS PRESENT:	Alex Cardona, Alicia Henry, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Roberson (arrived at 5:53 p.m.), Julian Westerhout, Carol Koos
MEMBERS ABSENT:	None
OTHERS PRESENT:	Laura Golaszewski, Lynn Gray, Jeanne Hamilton, Kathy Jeakins, Rhonda Massie, Caprice Prochnow, Carol Torrens, Gayle Tucker

III. Introductions
President Koos introduced the guests.

IV. Public Comment

V. Approval of Minutes
A. Recommend Approval of Minutes of May 17, 2016 Regular BPL Board Meeting
JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO APPROVE THE MINUTES OF THE MAY 17, 2016 MEETING. THE MOTION CARRIED.

VI. President's Report
A. Discussion of New Agenda Format
President Koos distributed a sample of the agenda format that the City Clerk would like the Board to adopt. She reviewed the revisions that would take place on the agenda in the future. There was some discussion on this, and the consensus was to adopt the new agenda format.
VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO ADOPT THE NEW AGENDA STRUCTURE. THE MOTION CARRIED UNANIMOUSLY.

B. Discussion and Approval of Reception for Jeanne Hamilton
President Koos proposed having a reception for Director Hamilton in order to introduce her to the community.
After much discussion on this, it was decided that a date in early August would work best, and the reception will be held on the Library patios. President Koos stated that she

and Councilwoman Schmidt will take the lead on the planning of the reception. The approximate costs for the reception will be determined, and will be brought before the Board in July for approval.

VII. Director's Report

Director Hamilton reviewed what was in her report. She shared that she has been attending a lot of meetings, getting to know a lot of folks, and staff has been very welcoming.

VIII. Fiscal Report presented by Kathy Jeakins, Business Manager

Kathy Jeakins reported that the first Property Tax Distribution was received in late May, and since then, two other distributions have been received for a total of $2.4 million. She entertained questions.

IX. Approval of Bills

ROBERT PORTER MOVED, MIKE RAIKES SECONDED, TO APPROVE THE BILLS LIST FROM MAY 2016. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

1. Robert Porter, Chair, Report on Committee Business

   Robert Porter, Chair, shared that the Committee did not meet in June. The Committee plans to meet on Tuesday, July 12, and at that meeting they will work with Jeanne on developing the Director's Goals.

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

1. Julian Westerhout, Chair, Report on Committee Business

   Julian Westerhout, Chair, shared that they did not meet in June as they did not have a quorum. The Committee plans to meet on the first Thursday which is July 7, and the first Thursday of the month may very well be the standing Committee date.

C. Bookmobile Ad Hoc Committee

1. Laura Golaszewski, Circulation and Outreach Manager and Rhonda Massie, Marketing Manager, to Present the Results of the Bookmobile Survey

   Laura Golaszewski distributed the paper version of the Power Point to be presented along with a sampling of the comments received from those that took the survey. Laura shared that the comments were broke out into three parts which included: proposed stops, requested services or areas for improvement, and things that are done well.

   Rhonda Massie started off the presentation with an overview of the survey being available in both paper and electronic form, both English and Spanish, and that it was available for six weeks. Next, she shared that 340 people filled out the electronic form, 114 filled out the paper form on the bookmobile, and no one filled out either the paper or online Spanish version of the survey. Rhonda stated that during those six weeks that Pop Ups were placed on the Library website that people had to manually close or opt to take the survey during the first and last week that the survey was offered. During this time, is when most people completed the survey.

   Laura Golaszewski and Rhonda Massie continued with the survey results covering the questions of where the majority of the respondents live, how they heard about the bookmobile, how often do they use the bookmobile, who has used the

bookmobile in the last six months, what is best day and time for a stop, awareness of text reminders, and whether materials in other languages should be offered on the bookmobile.
Laura Golaszewski reviewed some of the comments received from the respondents.
They entertained questions.

2. Discussion on Continuation of Committee
President Koos stated that she would like to see the Committee continue, but not necessarily meet all the time. With this, there can still be work done to find different ways to reach the west side residents.
Alex Cardona shared that his thought is that the 3 P's Committee could take over the work that the Ad Hoc Committee has started. He went on to say that in working with staff over the last year, he has a good understanding of what they are doing, and he trusts staff to continue with the objective of the Ad Hoc Committee.
After some discussion, it was decided to dissolve the Committee, and pass the work to the 3 P's Committee and staff to continue.
Alex Cardona stated that one more meeting will take place, and then the work of the Committee will be transitioned over to the 3 P's Committee.

XI. New Business

A. Recommend Approval of Non-Resident Library Card Fee for 7/01/16 – 6/30/17 in the Amount of $140.00
Director Hamilton reviewed the process for the non-resident fee.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE NON-RESIDENT CARD FEE FOR 7/01/16 – 6/30/17 IN THE AMOUNT OF $140.00. THE MOTION CARRIED UNANIMOUSLY.

B. Recommend Approval for Recommendation to Foundation for Tuition Payment from Stubblefield Trust not to Exceed $9,000.00
Director Hamilton shared that tuition for two additional students had been overlooked so the memo had been updated to reflect the new amount of $12,000. The new memo was distributed to the Trustees.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO RECOMMEND APPROVAL FOR RECOMMENDATION TO FOUNDATION FOR TUITION PAYMENT FROM STUBBLEFIELD TRUST NOT TO EXCEED $12,000.00.

AYES: ALEX CARDONA, ALICIA HENRY, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

C. Recommend Approval for Recommendation to Foundation for 2016 Summer Reading Program Costs of $21,961.50
Director Hamilton reviewed that this is the agreement that was put in place when the Friends of the Library were dissolved, and this amount reflects the 10% increase that occurs each year.

SUSAN O'ROURKE MOVED, ALEX CARDONA SECONDED, TO RECOMMEND APPROVAL FOR RECOMMENDATION TO FOUNDATION FOR 2016 SUMMER READING PROGRAM COSTS OF $21,961.50. THE MOTION CARRIED UNANIMOUSLY.

D. Recommend Approval of Waiving Three-Quote Requirement for Annual EBSCO Subscription Service Renewal in the Amount of $17,863.97
Director Hamilton reviewed that this is for the annual subscription service renewal for the magazines.

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE WAIVING THREE-QUOTE REQUIREMENT FOR ANNUAL EBSCO SUBSCRIPTION SERVICE RENEWAL IN THE AMOUNT OF $17,863.97.

AYES: ALEX CARDONA, ALICIA HENRY, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

XII. Comments from Board Trustees

President Koos shared that Susan O'Rourke had wanted to discuss the procedure for the Election of Officers. She went on to say that in the past, the Board has followed the Procedures for the Election of Officers, and there has always been a discrepancy between what is in the Bylaws and the Procedures. President Koos stated that this, along with some other procedures, need to be reflected correctly in the Bylaws, and that the 3 P's Committee will start working on this at the next meeting.
Susan O'Rourke asked those present if they thought Bylaws or Procedures carried more weight. Susan reviewed the timing of the elections in both 2014 and 2015 when there was a lot of turnover of Board Trustees. Susan shared that the Bylaws state that the Election of Officers is to take place at the first meeting of the fiscal year which is May.
There was discussion about this topic, and the consensus was to have the 3 P's Committee get the Bylaws and Procedures aligned. Due to the concerns about the By-Laws, Susan O'Rourke announced that effective immediately, she would be resigning from the Board.

XIII. Adjournment

ROBERT PORTER MOVED, MIKE RAIKES SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:02 p.m.