

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, June 20, 2017

5:30 p.m.

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

- I. Call to Order
President Cardona called the meeting to order at 5:33 p.m.
- II. Roll Call
MEMBERS PRESENT: Alicia Henry, Diane Hollister, Van Miller, Susan Mohr, Mike Raikes, Julian Westerhout, Alicia Whitworth, Alex Cardona

MEMBERS ABSENT: Kiasha Henry

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow, Gayle Tucker
- III. Introduction of Public
Kathy Jeakins, Business Manager and Gayle Tucker, Human Resources Manager introduced themselves to the new Trustees.
- IV. Public Comment
There were no public comments.
- V. Highlight of Services – Open Meetings Act Review
Director Hamilton distributed “A Practical Guide to the Open Meetings Act: Has Your Agency Recently Reviewed Its Requirements?” article to the Trustees, and gave a brief overview of the article. She entertained questions.
A question was asked regarding the older recordings of Executive Sessions that need to be transcribed into minutes, and possibly have an outside source take care of getting this done rather than a Trustee having this responsibility. After some discussion, it was decided that this be discussed further, and this will be an agenda item for the July meeting.
- VI. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))

MIKE RAIKES MOVED, DIANE HOLLISTER SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE NEGOTIATING MATTERS.

AYES: Alicia Henry, Diane Hollister, Van Miller, Susan Mohr, Mike Raikes, Julian Westerhout, Alicia Whitworth, Alex Cardona

NAYES: None

ABSENT: Kiasha Henry

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 5:55p.m.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO RETURN TO REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

The Board resumed regular session at 6:03 p.m.

President Cardona reported that no action was taken during Executive Session.

VII. Consent Agenda

- A. Recommend Approval of Minutes of May 16, 2017 Regular BPL Board Meeting
- B. Recommend Approval of Minutes of June 1, 2017 Special BPL Board Meeting
- C. Recommend Approval of Bills List of May 2017

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

VII. President's Report

President Cardona spoke a little bit about the onboarding for the new Trustees, and that he hoped all felt prepared for last night's Joint Committee meeting. He went on to say that there was good in-depth media coverage of the meeting, both by traditional and non-traditional media. President Cardona stated that individual Trustees may get questions from the community, and he and Jeanne will keep them informed of media releases as they come out.

Julian Westerhout shared that after he went to an ILA Trustee Day a few years ago, he had shared a document called "Communication as a Board", which basically directed that individual Trustees do not speak for the Board. One may speak for themselves as an individual, but in speaking for the Board, only President Cardona or Director Hamilton (at President Cardona's direction) speak to the media on behalf of the Board.

President Cardona shared that the Board should start thinking about reaching out to different community groups to build relationships for the growth of the Library.

VIII. Director's Report

Director Hamilton reported that she is working on a FAQ document for the website in order to answer some questions that the community may have about this potential building project.

Director Hamilton shared that there has been an issue with the door counter over the last year, and it has been replaced. The new counter is located in the ceiling, and uses thermal imaging to count individuals coming into the library.

Director Hamilton shared that the Illinois Library Association has asked her to be the Conference Co-Chair for 2018, which will be in Peoria. She went on to say that she has been given a list of her responsibilities, and that an ILA staff person has been assigned to the conference that will be taking care of a lot of the details.

Director Hamilton shared that the self-check system went down about 4:00 today, and hopefully will be back up by tomorrow. The off-line system is being used to check out items.

IX. Fiscal Report Presented by Kathy Jeakins, Business Manager

Kathy Jeakins reported that this month she has two reports, one which is a final for FY17 (this is prior to the audit, so is not complete) and the other is the current report for May. The Library finished up at almost 100% revenue, and down about \$39,000 in revenue, which is about the amount of state funding that we did not receive. Kathy went on to say that expenditures were at about 93% for the year. She reminded the Trustees that once the audit is complete, half of the unspent funds will be transferred into our capital fund.

Kathy shared that the May report did not contain much. Expenditures were at 5.7% and revenue was about 19%. She entertained questions.

There was some discussion on an accurate forecast on Operating Costs with the possibility of an addition or a new library.

X. Committee Reports

A. Budget & Personnel Committee

1. Approve Standing Date and Time for Committee

Alicia Whitworth, Chair, stated that the standing date and time for the committee will be the first Tuesday of the month at 5:00 p.m.

B. 3 P's Committee

1. Approve Standing Date and Time for Committee

Julian Westerhout, Chair, stated that the standing date and time for the committee will be the first Thursday of the month at 5:30 p.m.

XI. New Business

A. Recommend Approval of Non-Resident Library Card Fee for 7/01/17 – 6/30/18 in the Amount of \$140.00

Director Hamilton reviewed that this is a formula based on State Statute to determine a fee for those customers living in an unserved area.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO APPROVE THE NON-RESIDENT FEE FOR 7/01/17 – 6/30/18 IN THE AMOUNT OF \$140.00. THE MOTION CARRIED UNANIMOUSLY.

B. Recommend Approval of Intergovernmental Agreement with My Media Mall

Director Hamilton reviewed with the Trustees that My Media Mall along with Overdrive provides the majority of eBooks and downloadable materials. She went on to say that there has never been an intergovernmental agreement for the consortium of about 100 libraries in Illinois that participate in the My Media Mall service. This agreement will allow the participating libraries with voting rights, and makes things official.

JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO APPROVE THE INTERGOVERNMENTAL AGREEMENT WITH MY MEDIA MALL. THE MOTION CARRIED UNANIMOUSLY.

C. Recommend Approval of Waiving the Three Quote Requirement for Participation in My Media Mall in the Amount of \$11,325.00

Director Hamilton shared that she strongly recommends participating in My Media Mall as this is a great resource for the money and over 100,000 items are offered for this price.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE
WAIVING THE THREE QUOTE REQUIREMENT FOR PARTICIPATION IN MY
MEDIA MALL IN THE AMOUNT OF \$11, 325.00.

AYES: Alicia Henry, Diane Hollister, Van Miller, Susan Mohr, Mike
Raikes, Julian Westerhout, Alicia Whitworth, Alex Cardona

NAYES: None

ABSENT: Kiasha Henry

THE MOTION CARRIED

- D. Recommend Approval of Waiving Three-Quote Requirement for Annual EBSCO
Subscription Service Renewal in the Amount of \$17,587.44
Director Hamilton reviewed that this is the bulk of our physical magazines, which is
about 290 titles.

MIKE RAIKES MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE
WAIVING THREE-QUOTE REQUIREMENT FOR ANNUAL EBSCO
SUBSCRIPTION SERVICE RENEWAL IN THE AMOUNT OF \$17, 587.44.

AYES: Alicia Henry, Diane Hollister, Van Miller, Susan Mohr, Mike
Raikes, Julian Westerhout, Alicia Whitworth, Alex Cardona

NAYES: None

ABSENT: Kiasha Henry

THE MOTION CARRIED UNANIMOUSLY.

- E. Recommend Approval of Waiving the Competitive Bid Process and Authorize Payment
to Sirsi-Dynix for Annual Maintenance for the Library's Integrated Library System
(Catalog) in the Amount of \$46,168.57
Director Hamilton reviewed that this is the annual maintenance for our checkout
system and online catalog. She stated that the Library may want to consider a new
checkout system in the future. She continued by saying that it is a long process, and the
Board would need to advise us about a year in advance to start exploring options if they
wanted us to pursue that.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO APPROVE
WAIVING THE COMPETITIVE BID PROCESS AND AUTHORIZE PAYMENT TO
SIRSI-DYNIX FOR ANNUAL MAINTENANCE FOR THE LIBRARY'S
INTEGRATED LIBRARY SYSTEM (CATALOG) IN THE AMOUNT OF
\$46,168.57.

AYES: Alicia Henry, Diane Hollister, Van Miller, Susan Mohr, Mike Raikes, Julian Westerhout, Alicia Whitworth, Alex Cardona

NAYES: None

ABSENT: Kiasha Henry

THE MOTION CARRIED UNANIMOUSLY.

F. Approve Payment for US Major Dailies and eLibrary to Proquest in the Amount of \$16,175.00

Director Hamilton shared that this package is different from years past as Research Library and Historical Chicago Tribune were not used that much, and the cost for these cannot be justified.

There was some discussion on these databases being promoted to garner more use.

MIKE RAIKES MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE PAYMENT FOR US MAJOR DAILIES AND ELIBRARY TO PROQUEST IN THE AMOUNT OF \$16,175.00.

AYES: Alicia Henry, Diane Hollister, Van Miller, Susan Mohr, Mike Raikes, Julian Westerhout, Alicia Whitworth, Alex Cardona

NAYES: None

ABSENT: Kiasha Henry

THE MOTION CARRIED UNANIMOUSLY.

XII. Discussion on Joint Committee meeting with Council

Director Hamilton shared that her impression was that the Joint meeting with Council last night went very well, and the Trustees conveyed the Library's position very well.

President Cardona commended Jeanne and staff for doing all the research, and being very prepared for the presentation.

There was some discussion on the public's perception of what the library is trying to accomplish. It was agreed that the public needs to be made aware that the library needs to be expanded; this is not just a desire for a new building. Along with this, there was talk of sharing with the public what the needs are, and what our vision is for a new library. There was the idea of doing a monthly promo to get the community talking and being engaged in this endeavor. Another idea was to promote compliments that are received from the public on how the library served them.

There was also discussion on the idea proposed by a few last night, that the library move into the heart of downtown, and the costs associated with that idea. President Cardona and Director Hamilton are looking to set up meetings with different organizations in the downtown area, along with the DBA and the Task Force, in order to keep things moving forward.

Director Hamilton shared that the next step is up to Council, and the Capital Improvement Plan should be revisited in the next 30 to 60 days. Once it is known where the Library fits in, we can start working on some of these groundwork items that were discussed.

XII. Comments from Board Trustees

Van Miller complimented both President Cardona and Director Hamilton on all their hard work and presentation at the Joint Committee with Council.

XIII. Adjournment

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

President Cardona adjourned the meeting at 7:21 P.M.