

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, June 19, 2018

5:30 p.m.

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

Minutes

- I. Call to Order
Vice President Mohr called the meeting to order at 5:30 p.m.
- II. Roll Call
Members Present: Alicia Henry, Dianne Hollister, Van Miller, Matt Watchinski, Susan Mohr

Members Absent: Kiasha Henry, Alicia Whitworth, Julian Westerhout

Others Present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
There were no members of the public present.
- IV. Public Comment
There were no public comments.
- V. President's Report
Since President Westerhout was absent, there was not a President's report.
- VI. Director's Report
Director Hamilton asked if the new format for the Department Manager reports was acceptable, and the Trustees gave their assent and confirmed they liked the level of detail provided in the Marketing report.
Director Hamilton shared that Normal Public Library is backing out of a partnership for a new catalog system. They are not ready to go forward with a shared system at this time, as they realized that some of their workflows need adjustment, but they may consider collaborating on this in the future. She went on to say that the BPL team is very interested in moving forward with a new system. Director Hamilton stated that the new system is a bit of an increase over what is being paid now. Along with this, she and Kathy Jeakins have been checking with the City Procurement and Legal as to whether the current RFPs would still be valid, as proposals were requested for NPL alone, BPL alone, and a shared system. If these proposals will stand, these will be presented at the July Board meeting. Otherwise, new proposals will probably not be sought out for a year or so, as it is such a long process.

Director Hamilton stated that there is an advantage to BPL going forward first and NPL joining us, rather than two systems trying to merge all at once.

There was some discussion on what was presented.

President Hamilton shared that the article in the Pantagraph last month on Sensory Story Time was picked up by the Associated Press, and the article ended up in the Washington Post.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager stated that the FY18 Fiscal Report in the packet is the final thus far, but more adjustments have been made, and it won't really be complete until after the audit. Kathy stated that one property tax distribution was received in May, and since then, two more have been received. She entertained questions.

VIII. Committee Reports

A. Budget & Personnel Committee

1. Approve Standing Date and Time for Committee

Since Alicia Whitworth, Chair, was not present, Vice President Mohr stated that the standing time for this meeting is the first Tuesday of the month at 5:00 p.m. as needed. The Committee members present were fine with this.

Dianne Hollister moved, Matt Watchinski seconded, to approve the standing date and time for the Budget & Personnel Committee meeting as the first Tuesday of the month at 5:00 p.m. as needed. The motion carried unanimously.

B. 3 P's Committee

1. Approve Standing Date and Time for Committee

Susan Mohr, Chair, stated that the standing time for this meeting is the first Thursday of the month at 5:30 p.m. as needed. The Committee members present were fine with this.

Van Miller moved, Matt Watchinski seconded, to approve the standing date and time for the 3 P's Committee meeting as the first Thursday of the month at 5:30 p.m. as needed. The motion carried unanimously.

IX. Consent Agenda

A. Approve Minutes of May 15, 2018 Regular BPL Board Meeting

B. Approve Executive Session Minutes of April 17, 2018

C. Approve Bills List of May 2018

Van Miller moved, Matt Watchinski seconded, to approve the consent agenda with the amendment to the Executive Session minutes. The motion carried unanimously.

X. Action Items

A. Approve Non-Resident Library Card Fee for 7.01.18 – 6.30.19

Director Hamilton stated that this is a formula that the State has in the law for people who live in unserved areas. She went on to say that McLean County is one of the best served counties in the State, and we currently have 13 non-resident users.

There was some discussion about the GPPLD annex to include some Downs area residents.

Matt Watchinski moved, Dianne Hollister seconded, to approve the Non-Resident library card fee for July 1, 2018 through June 30, 2019 in the amount of \$144.00. The motion carried unanimously.

B. Approve Waiving Three-Quote Requirement for Annual EBSCO Subscription Service Renewal

Director Hamilton reviewed that this service is for the majority of the periodicals, which is the bulk of the periodical budget line. She went on to say that EBSCO is used as they facilitate those purchases, so the Library does not have to work with each vendor individually.

Matt Watchinski moved, Van Miller seconded, to approve waiving the three-quote requirement for annual EBSCO subscription service renewal in the amount of \$14,287.06.

Ayes: Alicia Henry, Dianne Hollister, Van Miller, Matt Watchinski, Susan Mohr

Nayes: None

Absent: Kiasha Henry, Alicia Whitworth, Julian Westerhout

The motion carried unanimously.

C. Waive Competitive Bid Requirement for Annual Maintenance of Self Checks, RFID Pads, and Sorter to Bibliotheca

Director Hamilton reviewed that they are the only company that can provide a warranty on these items as it is their equipment.

Director Hamilton stated that new quotes have been received for purchase of self-checks, and actually the costs are coming in under the threshold for bringing it to the Board for approval. This is due to the different components being acquired from more than one vendor. She went on to say that Bibliotheca has stated that this annual fee will be prorated, and monies refunded, should a new self-check system be purchased from another vendor.

Matt Watchinski moved, Van Miller seconded, to approve waiving the competitive bid requirement for annual maintenance of self-checks, RFID pads, and sorter to Bibliotheca in the amount of \$27,563.78.

Ayes: Alicia Henry, Dianne Hollister, Van Miller, Matt Watchinski, Susan Mohr

Nayes: None

Absent: Kiasha Henry, Alicia Whitworth, Julian Westerhout

The motion carried unanimously.

D. Approve Revision of Foundation Board Bylaws

Director Hamilton shared that it is written in the Foundation Board Bylaws that the BPL Board approves changes to the Foundation Board Bylaws. She went on to say that the Directors of the Foundation Board did approve of the purpose statement being brought to the BPL Board for approval. Director Hamilton stated that processes noted in Article 3, Section 2 which refers to number, tenure and qualifications of Directors have not been followed over the years and should be followed or amended going forward. Along with this, it would be a best practice to add language that would allow for the removal of a Director from the Foundation Board.

There was discussion on this, and the consensus was to change “elected” to “appointed”, the three-year term process will be implemented next April, and language is to be added at the end of the section regarding the process for removing a Director from the Board.

Van Miller moved, Matt Watchinski seconded, to approve revision of Foundation Bylaws. The motion carried unanimously.

XI. Discussion Items

A. Library Expansion

Director Hamilton shared that Farnsworth will be presenting at the July Board meeting. Director Hamilton shared that she spoke with the City Finance Department, and it was recommended the engagement letter with First Midstate not be signed as it is too early in the process and the City has an ongoing relationship with another bonding company that could provide numbers when the time is right. She went on to say that she spoke with Steve Rasmussen, Interim City Manager, and let him know where Farnsworth was in their process, and that the Library would like to present to City Council in August, but she hasn't received a definite on this.

Dianne Hollister stated that she and President Westerhout hope to schedule another library visit for layout and design ideas.

XII. Comments from Board of Trustees

Alicia Henry stated that Anissa did a great job with the Summer Read decorations.

Alicia Henry asked about the insurance assessment that was noted on the Business Office report. Kathy Jeakins shared that the new insurance provider asked that a questionnaire be filled out and returned, and then a Loss Control Consultant came on site and inspected the property. She stated that they were looking at building safety, and to check if we had any obvious hazards. Kathy shared that after the inspection, a report was provided from the company with some recommendations.

Alicia Henry shared that the Bingo for Books party sounded awesome. She asked that all of the staff involved in this be told that this was really stellar work.

Dianne Hollister shared that she enjoyed working the Summer Read signup table. She complimented the graphics on both the stairs and elevator doors.

XIII. Adjournment

Van Miller moved, Dianne Hollister seconded, to adjourn the meeting. The motion carried unanimously.

Vice President Mohr adjourned the meeting at 6:13 p.m.