Bloomington Public Library
Board of Trustees Meeting

May 21, 2013

4:30 p.m.

Minutes

I. Call to Order
Vice President Narendra Jaggi called the meeting to order at 4:30pm.

II. Roll Call

MEMBERS PRESENT:	Patsy Bowles, Narendra Jaggi, Emily Kelahan, Jan Kibler, Carol Koos, Joni Painter, Cathy Pratt, Bill Wetzel
MEMBERS ABSENT:	Peggy Burton
OTHERS PRESENT:	Georgia Bouda, Kathy Jeakins, Caprice Prochnow

III. Introductions/Public Comment
Vice President Jaggi asked all present Board members and BPL staff to please introduce themselves to new Board members, Joni Painter and Emily Kelahan. Then in turn, Joni Painter and Emily Kelahan introduced themselves, and shared a little bit of their background.

IV. Election of Officers
Vice President Jaggi reviewed with the new Board members that traditionally the BPL Board elects its officers at the April Board meeting, through a process which the Nominating Committee prepares a slate and presents it to the Board for discussion, amendment and adoption. He went on to say that since two of the officers elected at the April meeting were not reappointed, the President and Treasurer positions are now vacant. Vice President Jaggi requested that since only five days have passed since new Board members were appointed, and the Nominating Committee has not had time to meet, that the Committee members present their ideas for both President and Treasurer to the Board.

PATSY BOWLES MOVED, BILL WETZEL SECONDED, TO NOMINATE NARENDRA JAGGI FOR PRESIDENT. THE MOTION CARRIED UNANIMOUSLY.

This rendered the position of Vice President vacant.

CATHY PRATT MOVED, BILL WETZEL SECONDED, TO NOMINATE PATSY BOWLES FOR VICE PRESIDENT. THE MOTION CARRIED UNANIMOUSLY.

PATSY BOWLES MOVED, BILL WETZEL SECONDED, TO NOMINATE CATHY PRATT FOR TREASURER. THE MOTION CARRIED UNANIMOUSLY.

V. Approval of Minutes

A. April 16, 2013

PATSY BOWLES MOVED, CAROL KOOS SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 16, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

President Jaggi stated that he had nothing to report.

VII. Director's Report

Director Bouda stated that tomorrow morning from 7:00 am – 8:30 am, the Library will be hosting the Chamber of Commerce Business Before Hours event. This will be the second time in recent history that the event has been held at the Library.

Director Bouda stated that starting yesterday, a customer is now required to enter a PIN number when initiating a transaction at a self-check station. Lately there have been several library cards lost and causing problems for the cardholders as anyone may use the card to checkout. Director Bouda stated the addition of the PIN is a way to improve service and protect confidentiality. Director Bouda stated that the default PIN will be the last 4 numbers of the cardholder's phone number. She went on to say that staff will be available to assist customers with this change in using the self-check stations.

Director Bouda shared that a short reception will be held at the next Board meeting for outgoing Board members, Wilma Bates and Blake Mier. Discussion ensued regarding whether to hold the reception right before or immediately after the Board meeting. It was decided that the reception would be held right before the Board meeting.

VIII. Fiscal Report

Kathy Jeakins stated that costs listed are through April 30, 2013, however, this is not a complete for the fiscal year as receipts will still be coming in through the month of May.

Kathy Jeakins stated that total Revenues on this report are at 98.8%, and total Expenses are at 89.4%. She went on to say that she always includes a graph which shows the year to date revenues, expenses and budget.

Kathy Jeakins stated that a Fiscal Narrative is always included which is an explanation for variances in excess of 5% plus or minus by line item. This report also reflects our donation revenue and our other revenue. The biggest portion of our Other Revenue line is the Book Shoppe, which earned over $19,000.00 since June 2012. Kathy Jeakins stated that every quarter she prepares a Donations Report; the report included in this packet is for the whole fiscal year.

Kathy Jeakins welcomed both Joni Painter & Emily Kelahan and added that she would like to meet with each of them to review the Library finances, budget process, and bill review process. She went on to say that a different Board member comes to the Library every week to review bills and signs off on them, and she would like to get each of them included on this schedule.

IX. Approval of Bills

JAN KIBLER MOVED, CAROL KOOS SECONDED, TO APPROVE THE BILLS LIST FROM APRIL 2013. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2013.05 A"

X. Committee Reports

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

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

The 3 P's Committee did not meet.

President Jaggi stated that there are three standing committees of the Board, the Budget & Personnel, 3 P's, and the Nominating committee. He said that rather than appointing members to each committee, he would appreciate volunteers for each committee.

The three committees for the next year will be:

Budget & Personnel – Bill Wetzel, Chair, Jan Kibler, Cathy Pratt, Peggy Burton

3 P's – Patsy Bowles, Chair, Carol Koos, Joni Painter, Emily Kelahan

Nominating – Carol Koos, Jan Kibler, with the third member to be named next month

XI. Unfinished Business

There was no unfinished business.

XII. New Business

A. Possible Appointment to BPL Foundation Board

President Jaggi asked Bill Wetzel to share with the new Board members the history and role of the BPL Foundation Board. The Trustees of the Foundation are appointed by the Library Board.

President Jaggi asked Board members to consider tabling this agenda item until next month. Discussion ensued and it was decided that a possible appointment to BPL Foundation Board would be on the Agenda for the next meeting.

B. Approve Plan for Outreach Area

Director Bouda displayed the drawing prepared by Francois and Associates for the proposed meeting and storage area to be constructed in the area that is currently used by the Outreach department. She went on to say that this is how some of the $50,000 Grant from the State of Illinois will be utilized.

Director Bouda and the Board members proceeded to the Outreach Department to view the space addressed by the plan.

Director Bouda asked for approval from the Board members to go ahead with this plan.

PATSY BOWLES MOVED, CATHY PRATT SECONDED, TO APPROVE THE PLAN FOR THE OUTREACH AREA. THE MOTION CARRIED UNANIMOUSLY.

C. Waive Three-Quote Requirement to Purchase Public Access Software Packages

Director Bouda stated that the list includes all the databases that are accessible for the public that cost over $5,000 a year. She added that the packages are renewals of databases currently used at the library and all are only available from one source. She went on to say that each cost has a 10% increase built in, as the exact cost is not known at this point. Kathy Jeakins added that if any of the amounts should go over the estimated costs, they will be brought before the Board for approval.

PATSY BOWLES MOVED, CAROL KOOS SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT TO PURCHASE PUBLIC ACCESS SOFTWARE PACKAGES AS LISTED IN THE AMOUNT OF $125,981.00.

AYES: PATSY BOWLES, EMILY KELAHAN, JAN KIBLER, CAROL KOOS, JONI PAINTER, CATHY PRATT, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: PEGGY BURTON

THE MOTION CARRIED UNANIMOUSLY.

See Attachment “XII.C”

XIII. Adjournment
President Jaggi adjourned the meeting at 5:54pm.

Next Meeting Date

June 18, 2013