BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, May 19, 2020
5:30 p.m.
In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting took place virtually, via ZOOM.

Minutes

I. Call to Order
President Westerhout called the meeting to order at 5:32 p.m.

II. Roll Call

Trustees Present:	John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout
Trustees Absent:	None
Others Present:	Jeanne Hamilton, Kathy Jeakins, AFSCME Council 31 Staff Representative, Renee Nestler, Caprice Prochnow, Gayle Tucker

III. Introduction of Public
President Westerhout introduced Renee Nestler, AFSCME Council 31 Staff Representative, and Gayle Tucker, Human Resources Manager, to the meeting.

IV. Public Comment
There were no public comments.

V. Moment of Silence for Thomas Drewry, Library Security Site Supervisor
President Westerhout stated that Tom Drewry, who was the Site Supervisor for Security passed away unexpectedly on April 24. He went on to say that Tom was always a gentleman that was always incredibly friendly and had a welcoming demeanor towards anyone coming into the library. This is certainly a sad event for the library community, his family and his community in Lexington, where he lived.
Jeanne Hamilton stated that it is hard for staff right now, because we are not together in the building and are recognizing gradual moments, when we realize that he is not with us. Tom, will be very missed, and certainly not someone that we can simply replace.
Those attending the meeting observed a moment of silence to Honor Thomas Drewry, Library Security Site Supervisor.

VI. President's Report
President Westerhout reported that Jeanne Hamilton was elected as the upcoming President of the Illinois Library Association, so she will be Vice President for a year, then President, and then past President. This is a fantastic achievement, and we are all really proud of Jeanne and her leadership at being recognized at the State level.
President Westerhout commended the staff for their efforts on processing returned items and managing the curbside holds service. He has heard from folks in the community and this is definitely appreciated. Along with this, he has heard that folks are utilizing the electronic resources that the library offers for the first time.

A. Appointment of FY21 Committees and Standing Committee Meeting Date(s)/Time(s)
President Westerhout appointed the following Trustees to serve on the Budget & Personnel Committee –
Catrina Parker, Chair, Alicia Henry, John Argenziano, Matt Watchinski
President Westerhout appointed the following Trustees to serve on the 3P's Committee -
Susan Mohr, Chair, Van Miller, Dianne Hollister, Alicia Whitworth
The standing date and meeting time for both committees will be the first or second Tuesday of the month at 5:30 p.m. as needed.

VII. Director's Report
Jeanne Hamilton, Director, reported that there are Executive Session Minutes that need to be reviewed. Jeanne will mail the minutes to each of the Trustees, and this will be on the next month's agenda.
Jeanne stated that the curbside holds service is going really well. She went on to say that last Tuesday, 402 items were checked out, Thursday, 557 items, and Saturday, 603 items. Jeanne shared that folks are very appreciative and staff are working really hard on this.

VIII. Fiscal Report Presentation
Kathy Jeakins, Business Manager, reported that bills review has been done by email, and that has worked out really well. She went on to say that May 26 and all the Mondays in June are open and asked if anyone is interested in reviewing on these available dates.
The Revenues for the fiscal year were over what was expected and the Expenditures were at 92%. In terms of the Fund Balance at the end of April, it was over $2.295m , so things are in good shape, considering that the library was closed for two months.
She entertained questions.

IX. Consent Agenda
A. Approve Minutes of February 18, 2020 Regular BPL Board Meeting
B. Approve Bills List of February, March, April 2020
MATT WATCHINSKI MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

X. Action Items
A. Approve Salary Ranges for Non-union Employees
Jeanne Hamilton stated this is something that is done annually, and it does not affect library staff as all are within these ranges. The ranges were increased by 1.6% which was the Social Security cost of living adjustment. This is more for people that are being hired in and where they will be starting at. Along with those hitting the top of the range, they would not be able to go over, but instead get a bonus rather than a percentage raise.
VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE SALARY RANGES FOR NON-UNION EMPLOYEES.

AYES: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

NAYES: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

B. Approve FY21 Slate of Officers

Matt Watchinski, Chair of Nominating Committee, stated that the proposed Slate of Officers for FY21 is as follows:

Julian Westerhout, President, Susan Mohr, Vice President, Katrina Parker, Treasurer, Van Miller, Secretary

JOHN ARGENZIANO MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE THE SLATE OF OFFICERS FOR FY21. THE MOTION CARRIED UNANIMOUSLY.

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

Jeanne Hamilton stated that this is an annual service for the print magazines, which provides a lot of staff efficiencies and is cost effective.

She entertained questions.

MATT WATCHINSKI MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE WAIVING THE THREE-QUOTE REQUIREMENT, AND THE LIBRARY DIRECTOR AUTHORIZE PAYMENT FOR THE ANNUAL PERIODICAL SUBSCRIPTION SERVICE TO EBSCO SUBSCRIPTION SERVICES IN THE AMOUNT OF $15,254.83.

AYES: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

NAYES: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

D. Approve Elimination of Late Fines

Jeanne Hamilton shared that during this time of the pandemic, it has been advertised that fines are being waived, and now may be a good time to roll out the elimination of late fines on a more permanent basis. Along with the pandemic, financial hardships for community members are anticipated, and we have previously talked about removing barriers for patrons to use the library. In October, it was decided to implement auto renewals, which was very timely, as it was possible to launch this, right in the middle of this crisis. With the auto renewals, it is reducing an already decreasing fine revenue. The fine revenue accounts for less than 1% of the budget. This is an opportunity to move forward and remove fines altogether.

There was some discussion on this.

ALICIA WHITWORTH MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE ELIMINATION OF LATE FINES.

AYES: John Argenziano, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

NAYES: Alicia Henry

ABSENT: None

THE MOTION CARRIED.

XI. Discussion Items

A. Discuss Library Expansion

President Westerhout stated that he and Jeanne have had several talks about the library expansion and have been in communication with the architects. Essentially, we are in a bit of a pause, and hoping to resume with them in June, and still see support moving forward with City Council.

Jeanne stated that she and Caprice have been working behind the scenes to gather some site survey materials.

B. Discuss COVID-19 Response Plans

Jeanne Hamilton stated that curbside holds service has been reinstated along with a phased plan, that was shared with Julian, for bringing in staff and working towards an opening period. No dates are tied to this, and it is very fluid as waiting on direction from the State and City. Jeanne stated that she and the management team have been working very hard to figure out what makes sense and what is the safest for staff and the rest of our community. She went on to say that staff have been getting paid the entire time. Full-time staff have been working half of their hours from home. Part-time staff were getting paid all of their hours, as most of their hours are typically spent working at a public service desk. Jeanne stated that last week, part-timers were brought back into the building to work 4 hours a week, and they helped to fill a lot of the curbside duties. There were some full-time staff that were working in the building as well. She went on to say, that this week, part-time staff were bumped up to working 8 hours a week, and this 4-hour stair step will continue until they are their full hours. Along with this, full-time staff will be looped into this plan as well. Jeanne shared that plans are in the works to have more staff in the building, but staggered shifts, in order to maintain physical distancing. Staff are managing to stay 6 feet apart and wearing masks too.

XII. Comments from Board of Trustees

Alicia Whitworth shared her thankfulness for the curbside holds service. She is very impressed with the process and very thankful.

Alicia Henry is very grateful for this service as well and has heard from folks in the community that they are thankful for this and appreciates that staff are working really hard on this.

Dianne Hollister shared that she is so thankful that library staff are able to get paid as staff at other libraries have not been as fortunate. Dianne asked if there are plans for the library to do something to recognize the passing of Tom Drewry. Jeanne shared that under the gift guidelines, the library made a donation was made in Tom's honor to My Lovable Angels Animal Shelter. Along with this, once all staff are back in the building, that staff can do a collection as well. Dianne congratulated Jeanne on being elected as President of the ILA.

Alicia Henry stated that she has finished tabulating the numbers and is putting the reports together for the Director's Evaluation. She wondered about a timeline for a Budget & Personnel Committee meeting for the Trustees to go over the results. Jeanne shared that the City is looking into how to conduct Executive Session meetings via Zoom during this time. She will update the Board on what is discovered.

Julian Westerhout shared his thanks and appreciation for the Trustees and is looking forward to another good year with all of them.

XIII. Adjournment

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:20 p.m.