BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 19, 2015

OATH OF OFFICE FOR NEW TRUSTEES
5:00 – 5:15 p.m.

REGULAR MEETING

5:15 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Minutes

I. Call to Order
Emily Kelahan called the meeting to order at 5:15 p.m.
She shared with the Trustees that on page 2 of the 3 P's Chair report that there is a proposed amendment to item e. of the Bylaws to include the following after "the Vice President shall preside". "In the absence of the Vice President, the Secretary shall preside. In the absence of the Secretary, the Treasurer shall preside. In the absence of the Treasurer, the Trustee with the most seniority shall preside." She went on to say that this will be brought before the full Board at the June meeting and asked if there are any objections to her, being the Secretary, presiding over the first few items on the Agenda. There were no objections.

II. Roll Call

MEMBERS PRESENT:	Brittany Cornell, Emily Kelahan, Carol Koos, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Thomas (arrived at 5:20 p.m.)
MEMBERS ABSENT:	None
OTHERS PRESENT:	Georgia Bouda, Laura Golaszewski, Adrienne Ives, Kathy Jeakins, Maria Nagle, Caprice Prochnow, Carol Torrens, Gayle Tucker

III. Introductions/Public Comment
Emily Kelahan asked for any public comments. There were none.

IV. Nominating Committee
1. Approve FY16 Slate of Officers
Brittany Cornell presented the Slate and said all Trustees are willing to serve, if they are elected. The FY16 Slate of Officers are Carol Koos as President, Brittany Cornell as Vice President, Susan O'Rourke as Treasurer, and Emily Kelahan as Secretary.

BRITTANY CORNELL MOVED, NO SECOND NEEDED, TO APPROVE THE FY16 SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

V. Approval of Minutes

A. April 21, 2015

EMILY KELAHAN MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE MINUTES WITH EMENDATIONS FROM THE APRIL 21, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

Carol Koos shared that she is happy to be back on the Board and that she is looking forward to working with everyone on the Board.

1. Appoint Committees

President Koos appointed the FY16 Committees and they will be as follows:

Budget & Personnel – Robert Porter, Chair, Susan O'Rourke, Mike Raikes and the new trustee that has not yet been appointed.

3 P's – Emily Kelahan, Chair, Brittany Cornell, Whitney Thomas, and Van Miller

Nominating – Brittany Cornell, Chair and the others will be appointed at a later date

VII. Director's Report

Director Bouda shared that the City is putting out an RFP for demolition of the Sugar Creek Bacon factory in hopes that it will be demolished and gone in 90 days, which would be good for the Library.

Director Bouda shared that she and WGLT reporter Charlie Schlenker had met last week for coffee and they discussed what had transpired with the bookmobile interview.

VIII. Fiscal Report

Kathy Jeakins stated that the report in the packet is not the final report for FY15 as the audit has not yet taken place and some bills have yet to come through. She entertained questions.

IX. Approval of Bills

MIKE RAIKES MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE THE BILLS LIST FROM APRIL 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports

A. Budget & Personnel

1. Executive Session to Discuss Director's Performance and Annual Evaluation

BRITTANY CORNELL MOVED, SUSAN O'ROURKE SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS DIRECTOR'S PERFORMANCE AND ANNUAL EVALUATION.

AYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 5:29 p.m., the Board went into Executive Session.

Emily Kelahan moved, Susan O'Rourke seconded, to resume regular session. The motion carried unanimously.

At 6:48 p.m., the Board resumed regular session.

President Koos stated that no action took place during Executive Session.

2. Approve Director's Salary for FY16
   Susan O'Rourke stated that the recommendation from the Budget & Personnel Committee was to rate the Director as expected and award the Director a 2.25% Cost of Living increase with a .75% merit raise.

   SUSAN O'ROURKE MOVED, NO SECOND NEEDED, TO APPROVE A 2.25% COST OF LIVING INCREASE WITH A .75% MERIT RAISE FOR FY16.

   AYES: NONE

   NAYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

   ABSENT: NONE

   THE MOTION FAILED.

   Susan O'Rourke stated that since the Board had not established any goals for the Director at the beginning of FY15 there was no way to rate her on goal accomplishments for the year, of course through no fault of the Director.

   SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, THAT THE DIRECTOR BE RATED FOR FY15 WITH NO RATING. THE MOTION CARRIED UNANIMOUSLY.

   SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, TO GRANT THE DIRECTOR THE SAME COST OF LIVING INCREASE THAT WAS APPROVED IN THE UNION CONTRACT OF 2.25% FOR FY16.

   AYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

Susan O'Rourke stated that due to the fact that no expectations had been set for the Director and because the Board was not in a position to rate performance, Susan put forth that the Board is not in a position to determine a merit increase. She went on to say that there needs to be a discussion on this.

EMILY KELAHAN MOVED, BRITTANY CORNELL SECONDED THAT THE BUDGET & PERSONNEL COMMITTEE COMPILE A DEVELOPMENTAL NARRATIVE FOR THE DIRECTOR TO BE APPROVED AT THE NEXT BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

3. Approve Standing Date and Time for Committee
The Budget & Personnel Committee had some discussion on a standing time for the meetings. It was decided that the standing time will be the first Tuesday of the month at 5:30 p.m.

B. Planning, Policies & Programs (3 P's) (Chair's Report attached)
Emily Kelahan shared that the Chair's report is in packet. She entertained questions. There was some discussion regarding the dialogue that has been opened with B.J. Wilken of the YMCA and Grant Anderson of the Boys and Girls Club about our mutual interests as our organizations seek to expand. For any future dialogue with these organizations, President Koos asked that both she and Director Bouda be included.

1. Process for Revising the Director's Evaluation Tool for Future Use
Emily Kelahan reviewed history of this being brought forward as to which committee should be responsible for this or if it is a shared task between two committees.
After some discussion it was decided to have the Budget & Personnel take the lead on this, then share the revisions with the 3 P's Committee for any changes prior to being presented to the full Board.

2. Amending Item f. of the Bylaws to include the Annual Development of Goals and Greater Specificity Concerning the Director's Evaluation and Evaluation Schedule.
Emily Kelahan stated that goals really need to be established for the Director. This also will be handled by the Budget & Personnel Committee initially and shared with the 3 P's Committee prior to presenting to the full Board.

3. Discussion of the Bookmobile Routes
Emily Kelahan shared that there had been preliminary discussion on this topic at the 3 P's Committee meeting in May and she welcomed a discussion on what was included in the Chair's report. There was a suggestion of having staff physically go to different venues to promote the Bookmobile.

4. Approve Standing Date and Time for Committee
Emily Kelahan shared that the current standing time is the first Wednesday of the month at 5:30p.m. and it will continue at this time.

XI. Unfinished Business

A. Continue Selection Process of Library Expansion RFQ

There was much discussion on whether the new Trustees really felt that they had enough knowledge of the firms in order to make an informed decision.

EMILY KELAHAN CALLED THE QUESTION. THERE WAS A TWO-THIRDS MAJORITY CONSENSUS TO CALL THE QUESTION.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, TO SELECT NAGLE HARTRAY AS THE ARCHITECTURAL FIRM TO BE ENGAGED TO MOVE THIS PROCESS FORWARD. THE MOTION FAILED.

ROBERT PORTER MOVED, MIKE RAIKES SECONDED, TO BRING BACK BOTH NAGLE HARTRAY AND FARNSWORTH GROUP FOR ANOTHER PRESENTATION. THE MOTION CARRIED.

There was discussion on a setting a date for the presentations to be made. The agreed upon date was June 3 at 5:30p.m. The agenda will also reflect that a vote will take place after the presentations.

XII. New Business

A. Waive Three-Quote Requirement to Purchase Public Access Software Packages
Director Bouda reviewed that this is for databases that the public has access to from the Library.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT TO PURCHASE PUBLIC ACCESS SOFTWARE PACKAGES IN THE AMOUNT OF $129,035.00.

AYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Waive Three-Quote Requirement for Annual Subscription Service Renewal
Director Bouda stated that EBSCO is the vendor that provides most of the Library's magazine subscriptions. The Library receives a discount if renewed by a certain date.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT FOR ANNUAL SUBSCRIPTION SERVICE RENEWAL IN THE AMOUNT OF $17,225.00.

AYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

XII. Future Agendas/Comments from Board Members

Susan O'Rourke shared that she has been approached by Sara McCubbins, Research Assistant for ISU Center for Mathematics, Science and Technology who had been on the Community Facilities Group for the Comprehensive Plan with Susan. She went on to say that Sara is working on a proposal for their Innovation Hub project and she is trying to get a feel for what the needs of the Library are. Susan also shared that Linda Darby who is also working on the project is looking into both the Library's Vision and Mission Statement for the future as they put together the information.

There was talk of some of the Trustees meeting with Sara and Linda at some point or perhaps inviting them both to the 3 P's Committee meeting in July.

XIII. Adjournment

VAN MILLER MOVED, BRITTANY CORNELL SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:44 p.m.