

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, May 17, 2022
5:30 p.m.

Community Room
205 E. Olive Street, Bloomington, IL 61701

- I. Call to Order
President Westerhout called the meeting to order at 5:34 p.m.
- II. Roll Call
Trustees Present: John Argenziano (arrived at 5:49 p.m.), Dianne Hollister, Van Miller, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Trustees Absent: Alicia Henry, Susan Mohr

Others Present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
There were no public present.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout shared that he and Jeanne met today to go over her performance evaluation. Along with this, they discussed the process of goal setting and will have things more formalized for next month's meeting.
President Westerhout stated that in reading the Director's Report, Jeanne and Caprice have been busy with the expansion project and things are starting to happen with construction.
 - A. Appoint FY23 Committees
President Westerhout stated that the committees for FY23 will stay the same as FY22.

Budget & Personnel	3P's
Catrina Parker, Chair	Susan Mohr, Chair
John Argenziano	Van Miller
Alicia Henry	Dianne Hollister
Matt Watchinski	Alicia Whitworth

The Committees will meet the first Tuesday of the month as needed.

VI. Director's Report

Jeanne Hamilton shared an anonymous, complimentary letter received from a patron, that shared their appreciation for staff and the diverse library services. Jeanne will email a copy of the letter to the Trustees.

Jeanne stated that next month the approval of Executive Session minutes will be on the agenda. The binder with the minutes is available if Board members would like to review them in advance.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that FY23 has begun. Bills for FY22 will continue to be paid until later in May. The fourth quarter donations report and expansion financial report were included in the packet as well. She entertained questions.

VIII. Consent Agenda

- A. Approve Minutes of April 19, 2022 Regular BPL Board Meeting
- B. Approve Minutes of March 15, 2022 BPL Board Executive Session Meeting
- C. Approve Bills List of April 2022

DIANNE HOLLISTER MOVED, CATRINA PARKER SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

IX. Approval Items

- A. Waive the Three-Quote Requirement and Approve the Annual EBSCO Subscription Service Renewal

Jeanne shared that EBSCO is a limited source providing this service. Amazon does offer magazine subscriptions, but it would be an uphill battle to try to switch to another service due to end dates of subscriptions. EBSCO is the premier service for this.

MATT WATCHINSKI MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE THAT THE THREE-QUOTE REQUIREMENT BE WAIVED, AND THE LIBRARY DIRECTOR AUTHORIZE PAYMENT FOR THE ANNUAL PERIODICAL SUBSCRIPTION SERVICE IN THE AMOUNT OF \$14,968.65.

Ayes: DIANNE HOLLISTER, VAN MILLER, CATRINA PARKER, MATT WATCHINSKI, ALICIA WHITWORTH, JULIAN WESTERHOUT

Nays: NONE

Absent: JOHN ARGENZIANO, ALICIA HENRY, SUSAN MOHR

THE MOTION CARRIED UNANIMOUSLY.

- B. Reject all Moving Bids

Jeanne shared that the higher bids were in part due to travel time to and from Chicago, prevailing wage, and specialized library packing service. She went on to say that staff have worked really hard since receiving these bids to come up with a new, very detailed plan. This will involve staff packing up the collection within a timeframe to accomplish this without overtaxing anyone. Jeanne shared that staff are working on finding a storage facility for the collection as the community room may not be as ideal as originally thought. She went on to say that there is a lead on a company that is preparing a quote for the storage component. After this, then the plan will be to obtain quotes for the moving part of the process. This will be a lot less expensive than the other bids as staff will bring all

of the boxes to the community room and the moving company will pick them up from one location. Jeanne shared that in phase 2, another moving bid will be required as moving equipment will be required.

ALICIA WHITWORTH MOVED, DIANNE HOLLISTER SECONDED, TO REJECT ALL MOVING BIDS. THE MOTION CARRIED UNANIMOUSLY.

X. Discussion Items

A. 2023 Property/Casualty Insurance

Jeanne stated that it is time to decide whether the Board would like to send out a request for bid for insurance this year. A consultant is typically hired for this process to make sure that companies are bidding apples to apples. Jeanne stated that she and Kathy recommend staying with the same company for now, while under construction. There was some discussion, and the consensus was to remain with the current insurance plan until after the construction.

B. Library Expansion and Fundraising

Jeanne shared that the City staff did a great job and the bonds were sold for 14.2M. This was part of a package with the O'Neill Pool. Unfortunately, with the timing, it ended up being a 4.1% interest rate. Jeanne stated that pre-funding is required each year and this year it is \$969,000. The levy will be about \$850,000 and \$120,000 will come out of the capital fund. After this year, the appropriate amount will be levied, which is estimated to be just under \$1.1M per year.

Jeanne shared that Caprice Prochnow is working closely with Matt Kerner, Felmley-Dickerson Site Supervisor, on the expansion project. She went on to say that Matt provides updates on all the progress toward the relocation of the utilities and other lines on the west and north side. Jeanne shared that next week the chiller will be relocated to just south of the covered parking.

Jeanne stated that we have raised \$667,577 in donations and there are still some larger companies that may come in with some larger donations.

Jeanne shared that the Groundbreaking Ceremony has been tentatively scheduled for 10:00 a.m. on June 2. She went on to say that she had received a phone call today from the State Library Director about potentially having the Secretary of State in attendance. Jeanne shared that formal invitations would go out to some of the key players and then more of an informal invite to others. There will be gold shovels and hard hats available for group photos of groundbreaking. After this, anyone who wants to pose for a photo is more than welcome.

XI. Comments from Trustees

Dianne Hollister asked about the library purchasing a particular book about book challenges. Dianne had a question about why the library has a "standalone" catalog. She and Jeanne will discuss in depth at another time. Dianne shared that the ribbon cutting for the Lincoln Funeral Train Stop turned out well and about 60 people were in attendance.

Catrina Parker shared that she was featured in the New York Times. She attended the Golden Girls convention last month in Chicago and there was a photographer from the NY Times taking photos. She went on to say that the photo is in the online edition and her name is in the physical edition.

XII. Adjournment

ALICIA WHITWORTH MOVED, DIANNE HOLLISTER SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:09 p.m.