

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, May 15, 2018

5:30 p.m.

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

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:31 p.m.
- II. Roll Call
Trustees Present: Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Julian Westerhout

Trustees Absent: Alex Cardona, Kiasha Henry, Alicia Whitworth

Others Present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow, Danny Rice
- III. Introduction of Public
President Westerhout introduced Danny Rice, Children's Librarian present for Agenda Item V: Presentation of Summer Read.
- IV. Public Comment
There were no public comments.
- V. Highlight of Library Services: Presentation of Summer Read
Danny Rice, Children's Librarian shared that this time of year, he and a part-time Children's staff member, go out for a total of 18 school visits and present to over 7,000 students. He continued by saying that most of this takes place within a two-week period. Danny shared that the presenters always try to wear some sort of costume that goes with the Summer Reading theme. He pointed out that he has been wearing a Safari Guide costume to present at the schools, since the theme this year is "Reading Takes You Everywhere".
Danny shared that he usually takes along bookmarks to the schools to be distributed by the teachers. He went on to say that over the last few years, the Library has collaborated with a few schools to drop off a bulk amount of the reading logs to be sent home in each child's backpack.
Danny shared that Summer Reading starts on May 29 and ends on July 31. When the child signs up for the Summer Reading program, the child receives a reading log (available in English and Spanish), and they can either read 20 books or for 20 hours. Danny stated that when the child turns in a completed reading log, they receive a prize envelope that includes such things as tickets to a CornBelts game or hockey game, the zoo, the pool, ice skating or mini-golf, along with coupons for free ice cream, pizza, cookies and movie rentals. Along with

this, they get to pick something from the treasure chest. Danny shared that during Summer Reading, there will be all kinds of activities and programs happening at the Library.

Danny stated that a Summer Reading Kick Off party will take place on Thursday, May 31 from 10 a.m. to noon, and will take place throughout the Library. There will be different themes in the different areas of the Library, such as an Alice in Wonderland and a Pirate area, along with this, each participant gets a treasure map, and if they go to set number of the different themed areas, they get a free book.

Danny stated that in order to participate in Summer Reading, no library card is needed, but children are encouraged to use their student card or upgrade to a full, kid's library card to check out books. He entertained questions.

VI. President's Report

President Westerhout shared that he and Director Hamilton have met with Farnsworth Group, moving expansion plans forward for presentation to Council in late summer.

A. Appointment of FY19 Committees

President Westerhout stated that the committees for FY19 are as follows:

Budget & Personnel

3 P's

Alicia Whitworth, Chair

Matt Watchinski

Alicia Henry

Dianne Hollister

Susan Mohr, Chair

Van Miller

Kiasha Henry

Alex Cardona

VII. Director's Report

Director Hamilton stated that normally for Summer Reading, there is Reading Log handout table, and this year, this table will be manned with some teachers from District 87 along with library staff. Since there are still some teacher/volunteer spots to fill, any Trustees that would like to volunteer for this are more than welcome, and please let her know.

Director Hamilton stated that in showing the Farnsworth drawings to Trustees, there was interest expressed in seeing some of the back areas of the Library. Anyone interested in a tour, please let her know, and this can be set up.

Director Hamilton shared that she will be on vacation from May 21 until May 29, but she can be reached by email during this time.

Director Hamilton and Dianne Hollister shared highlights of their visit to the Orland Park Public Library.

VIII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, stated that the Fiscal Report encompasses the end of fiscal 18, although there will still be items coming through yet. She went on to say that it appears that about \$150,000.00 will be getting transferred from the Maintenance & Operating budget into the Capital Reserve Fund, after the completion of the audit. She entertained questions.

IX. Consent Agenda

A. Recommend Approval of Minutes of April 17, 2018 Regular BPL Board Meeting

B. Recommend Approval of Bills List of April 2018

MATT WATCHINSKI MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

X. Action Items

A. Approve Waiving the Three Quote Requirement to Renew Collection HQ Service from Bridgeall Libraries for Three Years

Director Hamilton stated that this is a service that really helps the collection development staff keep the collections healthy.

VAN MILLER MOVED, MATT WATCHINSKI SECONDED, TO APPROVE WAIVING THE THREE QUOTE REQUIREMENT TO RENEW COLLECTION HQ SERVICE FROM BRIDGEALL LIBRARIES FOR THREE YEARS IN THE AMOUNT OF \$15,000.00 EACH YEAR FOR A THREE-YEAR CONTRACT, FROM JULY 27, 2018 THROUGH JULY 26, 2021.

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

Nays: None

Absent: Alex Cardona, Kiasha Henry, Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Waiving the Three Quote Requirement to Renew OCLC Service from Illinois Heartland Library System

Director Hamilton reviewed that this is another service that is helpful to staff as it serves as the interlibrary loan service as well as providing records for the catalogers.

VAN MILLER MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE WAIVING THE THREE QUOTE REQUIREMENT TO RENEW OCLC SERVICE FROM ILLINOIS HEARTLAND LIBRARY SYSTEM IN THE AMOUNT OF \$22,948.20.

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

Nays: None

Absent: Alex Cardona, Kiasha Henry, Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

C. Approve Closing the Library on October 3, 2018 for Staff Development Day

Director Hamilton shared that the Library tries to have an annual development day, and there is a Staff Development Committee that plans for this day. She went on to say that security and safety topics will be covered along with an IT topic.

VAN MILLER MOVED, SUSAN MOHR SECONDED, TO APPROVE CLOSING THE LIBRARY ON OCTOBER 3, 2018 FOR STAFF DEVELOPMENT DAY. THE MOTION CARRIED UNANIMOUSLY.

XI. Discussion Items

A. Discuss Library Expansion

Director Hamilton shared that the conceptual plans from Farnsworth will be presented at the July Board meeting and then presented to Council in August. Director Hamilton stated that there was a meeting with the bonding people from First Midstate to have a very general discussion about how financing would work for a potential project. She went on to say that it was conveyed that in order to arrive at more firm numbers, the Library would need to sign an engagement letter with the company, which would allow them to crunch numbers on the Library's behalf, essentially with no commitment. There was some discussion on this, and the consensus was that Director Hamilton would share the engagement letter with Scott Rathbun, Finance Director at the City, and get his opinion before signing it.

XII. Comments from Board of Trustees

President Westerhout stated that he will not be attending the June meeting, so Susan Mohr will be chairing the June Board meeting.

Dianne Hollister stated that she was very impressed with Danny Rice's presentation on Summer Reading, along with the nice article in the Pantagraph on sensory bags for children with autism. She also stated that Karen Moen, Adult Services Librarian, does a great job with the History Reads Book Club held at the McLean County Museum of History. She went on to say that she would like to see both Danny Rice and Karen Moen receive acknowledgement from the Board for their great work. Director Hamilton shared that she will fill out an "I've Got Spirit" form for each from the Board.

XIII. Adjournment

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

President Westerhout adjourned the meeting at 6:37 p.m.