

Bloomington Public Library
Board of Trustees
Planning, Policies, and Programs Committee

Wednesday
May 7, 2015
5:15 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Minutes

1. Call to Order
Emily Kelahan, Chair, called the meeting to order at 5:15 p.m.
2. Roll Call
PRESENT: Brittany Cornell, Emily Kelahan, Whitney Thomas (arrived at 5:41 p.m.)

ABSENT: None

OTHERS: Georgia Bouda, Laura Golaszewski, Carol Koos, Karen Moen, Maria Nagle, Susan O'Rourke, Robert Porter, Caprice Prochnow, Danny Rice, Michael Raikes, Charlie Schlenker, Allison Schmid, Adam Studzinski, Carol Torrens, Gayle Tucker, Melissa Waltrip
3. Introductions and Public Comment
Emily Kelahan noted that there were a number of guests, and asked if anyone would like to introduce themselves or make a public comment.
4. Approval of Minutes
Minutes of December 3, 2014 Meeting
Brittany Cornell moved, Emily Kelahan seconded, to approve the minutes from the December 3, 2014 meeting. The motion carried unanimously.
5. Chair's Report
Emily Kelahan stated that according to Robert's Rules of Order that time limits can be applied to agenda items in order to move the meeting along efficiently. She proposed that discussion on each agenda item be limited to 6 minutes, of course this time may be extended if need be.

Brittany Cornell moved, Emily Kelahan seconded, to approve limiting the time for each agenda item to six minutes. The motion carried unanimously.

6. Old Business

There was no old business.

7. New Business

a. Appointment of a Vice Chair

Emily Kelahan will be out of country for both the June and July BPL Board meetings and asked Brittany Cornell to serve as Vice Chair in order to report 3 P's business at both meetings. Brittany agreed to serve as Vice Chair.

b. Presiding Officer for May 19 BPL Board of Trustees Meeting

Emily Kelahan suggested that with the lack of a President and Vice President for the May BPL Board meeting and since she as Secretary currently holds the highest office on the Board that she should Chair the May 19 BPL Board meeting. She went on to say, that at the beginning of the May meeting if there are any objections to her serving, and if there are, a different resolution will be sought out. She went on to say, that with this, she will draft an amendment to the Bylaws that goes beyond "in the absence of the President". It will be reflected something like this: In the absence of the Vice President, the Secretary shall preside. In the absence of the Secretary, the Treasurer will preside. In the absence of the Treasurer, the most senior Trustee shall preside.

Brittany Cornell moved, Emily Kelahan seconded, to approve the Secretary, Emily Kelahan as the next officer in line after the President and Vice President to preside over the May 19 BPL Board meeting. The motion carried unanimously.

c. Filming Presentations

Emily Kelahan proposed that any future presentations made before the BPL Board be filmed so that any Trustees that miss a live presentation will still be able to view it. There was some discussion.

d. Upcoming Meeting with Community Partners

Emily Kelahan will be meeting with B.J. Wilken of the YMCA and Grant Anderson of the Boys and Girls Club tomorrow to discuss mutual interests as the Library and their organizations are looking to expand.

e. Process for Approval of Architect for Library Expansion Project

Emily Kelahan reviewed what has transpired with the voting on the RFQ. She went on to say, that there should be a discussion on how to proceed at the next meeting as there will be two new Trustees.

Brittany Cornell moved, Emily Kelahan seconded, to extend time on this item. The motion carried unanimously.

After some discussion, it was decided that there will be discussion on the qualities of both firms in regards to the RFQ, rankings by vote, and authorizing of the negotiations with the highest-ranked firm.

Director Bouda will contact both firms for additional copies of their proposals to hand out to the new trustees for evaluation prior to the May 19 BPL Board when another vote will take place.

f. Director's Evaluation Tool

i. Implementing the Tool this Year

Emily Kelahan shared the background on the Director Evaluation tool. Emily suggested that perhaps the full Board should go into Executive Session at the May 19 BPL Board meeting to discuss the Director Evaluation tool results. There was much discussion on this.

Emily Kelahan moved, Brittany Cornell seconded, to extend time on this agenda item by 5 minutes.

ii. Revising the Tool for Future Use

Emily Kelahan shared that her thought is that the 3P's Committee should be the committee that works on revising the tool. There was some discussion, and it was decided that this will go to the full Board to discuss at the May 19 meeting.

g. Amending Item f. of the Bylaws to Include Annual Development of Goals

Emily Kelahan stated that this item should be revised, and she will craft some language on this, distribute it to all, and bring it before the full Board at the June meeting.

h. Amending Item f. of the Bylaws to Include Greater Specificity Concerning the Director's Evaluation and Schedule for Evaluation

Emily Kelahan will present a draft of an amendment to the Bylaws, distribute to all, and bring before the full Board at the June meeting.

i. Bookmobile Routes

Emily Kelahan shared that it had come to the Board's attention that the bookmobile routes are somewhat asymmetrical and imbalanced. She went on to say, that she had asked the Director to provide some documents and information to explain as to why it might be the case that there is an imbalance or asymmetry. Emily stated that she has asked the Director to share what the process is for evaluating the bookmobile routes and what principles guide decision making about bookmobile routes.

Director Bouda first stated that she did not know that she was being recorded when she spoke to Charlie Schlenker. Charlie Schlenker replied that he would send her the MP3 file of their conversation where he did state that it was on tape.

Director Bouda directed the Trustees attention to a large map depicting the areas of current bookmobile stops, cancelled bookmobile stops, and current BPL cardholders. She drew their attention to the fact, that there are no bookmobile stops anywhere within a two-mile radius of the Library. Director Bouda shared that the thought pattern has been that two miles is within walking distance of the Library, and the Library is open 68 hours a week as opposed to bookmobile stops that are approximately an hour to an hour and fifteen minutes. She went on to say, that there is nothing on the bookmobile that is not available in much greater depth, variety, etc. than here in the Library from which the bookmobile stock is derived from.

Director Bouda explained that the Library has tried many bookmobile stops both west and east of the Library that were not successful and were not continued. She went on to say, that it does cost money to send the bookmobile out as it is almost always staffed with two staff people, it has to be stocked both before and after a stop, and then there is

the cost of fuel, so cost effectiveness has to be considered when deciding on a stop. Director Bouda shared that when a new stop is going to be established that postcards are sent out, there is advertising on social media, the information is presented to the public in every manner that any other program would be promoted. She went on to say, that when it comes to cancelling a stop, these same things are done as well, along with staff informing the customers at the stop that it is going to be cancelled. Whether a stop is being established or cancelled, it is a process that goes on for several months so that customers are informed.

Director Bouda stated that she had suggested the Mt. Pisgah stop that was in place from 2009 – 2012 as she too thought there should be more stops on the west side. She went on to say, that she wanted a visible, easily accessible stop for customers, but the stop just was not successful. Director Bouda stated that the Library is simply in too close a proximity to some areas that one wouldn't want to wait three weeks for the bookmobile to come by rather than going to the Library and have access to all of the collections and resources. Director Bouda pointed out on the map that the most successful stops are those that are the furthest distance from the Library. A Golden Prairie stop at the Freedom Oil station out on Highway 150 is very busy, as are several stops that are located at apartment complexes.

Director Bouda stated that statistics are kept for each stop as far as how many people are at each stop along with circulation numbers.

Director Bouda stated that there is a lot to consider when planning on a new stop, such as the availability of the staff, the resources to stock it, and the proximity to existing stops. She went on to say, that customers sometimes request a bookmobile stop in their neighborhood, and these requests are considered very carefully based on the criteria included on the sheet, "Determining the location of bookmobile stops" that was in the packet.

Director Bouda stated that the policy that is being complained about was put in place prior to her becoming the Director. She went on to say, that she has no problem with it as it is based on nationally recognized American Library Association standards of how bookmobile stops should be determined, located, and service provided.

Along with what Director Bouda presented, there was input on the topic from both Carol Torrens, Adult Services Manager (formerly the Outreach Manager) and Laura Golaszewski, Circulation & Outreach Services Manager.

There was much discussion on what Director Bouda and the professional staff presented, and there are a number of factors that may require further consideration, such as the library card policy and outreach, the visibility of the bookmobile in all neighborhoods, marketing plans, bookmobile vision statement, media relations, and evaluating the best procedures for fair division of resources from other libraries and other public services.

Brittany Cornell moved, Whitney Thomas seconded to extend this agenda item discussion another 20 minutes. The motion carried unanimously.

Emily Kelahan moved, Brittany Cornell seconded to extend this agenda item discussion an additional 15 minutes. The motion carried unanimously.

j. AFSCME Local 699's Invitation for the Board to Take on a Greater Role in Union Contract Negotiations

Emily Kelahan shared that Renee Nestler had requested that the Board take on a more active role in Union Negotiations in 2017. Emily suggested that Renee Nestler be invited to make a presentation on the collective bargaining and the contract negotiation process in the future. There were no objections to this.

8. Future Agendas/Comments from Trustees

Susan O'Rourke suggested that security in the Library be discussed.

9. Adjournment

Emily Kelahan adjourned the meeting at 6:52 p.m..