BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, April 19, 2016
5:30 p.m.

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

Minutes

I. Call to Order
President Koos called the meeting to order at 5:30 p.m.

II. Roll Call

MEMBERS PRESENT:	Alex Cardona (arrived at 5:39 p.m.), Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Roberson, Julian Westerhout, Carol Koos
MEMBERS ABSENT:	None
OTHERS PRESENT:	Lynn Gray, Kathy Jeakins, Terry Lindberg, Rhonda Massie, Patricia Marton, Caprice Prochnow, Allison Schmid, Carol Torrens

III. Introductions
President Koos introduced those present.

IV. Public Comment
Patricia Marton, resident, commented on the current hiring procedures for the new Director.

V. Approval of Minutes
A. March 15, 2016

ROBERT PORTER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 15, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report
A. Appointment of a BPL Trustee to the Foundation Board
President Koos shared that she would like to appoint Mike Raikes to the Foundation Board.

EMILY KELAHAN MOVED, VAN MILLER SECONDED, TO APPOINT MIKE RAIKES TO THE BLOOMINGTON PUBLIC LIBRARY FOUNDATION BOARD. THE MOTION CARRIED UNANIMOUSLY.

President Koos shared that she attended a number of meetings since the last Board meeting in March. She also shared that at the April 18 City Council meeting, the Library was presented with a Proclamation for National Library Week. President Koos passed around the Proclamation for the Trustees to take a look at.

President Koos presented departing Trustee, Emily Kelahan, with a book clock and thanked her for her three years of dedicated service on the Bloomington Public Library Board.

VII. Director's Report

Director Lindberg shared that his report is included in the packet, and directed the Trustee's attention to the collaborations with District 87, and how very excited staff is about this program. He went on to say, that through the hard work of BPL staff and District 87 staff, that very soon we will have 2,200 more cardholders. Along with this, the Library will be providing access to another 6,000 students online.

Director Lindberg shared with the Trustees, a list of projects that Caprice Prochnow was working on in one week in order to keep this facility looking nice and to maintain the mechanicals.

Director Lindberg shared that the Per Capita Grant letter was included in the packet, and that both Bloomington Public Library and Golden Prairie Public Library District had a 38.33% percent decrease in the Per Capita Grant this year.

VIII. Fiscal Report

Kathy Jeakins stated that at the end of March, expenditures were about 93%, so still a little underspent. She went on to say, that most likely we will be a little underspent for the fiscal year. She entertained questions.

IX. Approval of Bills

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE BILLS LIST FROM MARCH 2016. THE MOTION CARRIED UNANIMOUSLY.

X. New Business

A. Presentation on Technical Services Department by Allison Schmid

Allison Schmid, Technical Services Manager, shared with the Trustees her background here at the Library, and a little bit about herself.

Allison stated that often Technical Services is confused with IT, and that a better name for the department would be Cataloging as this is what they do. She went on to say, that Technical Services is the beginning and the end as they catalog any new items into the system and then once an item has come to the end of its life, they are the ones that remove it from the catalog and discard it.

Allison shared the process of cataloging items, and how last year they cataloged an average of 3,000 items a month and this past month they cataloged 4,000 items. She went on to say, that they are cataloging more and more items, but becoming more efficient as they are doing it with the same number of staff.

Allison reviewed RFID tagging and the security tag overlays on audio visual items with the Trustees. She passed around a sample of a DVD with a security tag on it.

Allison stated that any items that come in that have customer holds on them are processed and ready for pickup within 24 hours.

Allison shared that the Technical Services department is always looking to streamline the workflow to make it even more efficient. She went on to say that an Acquisitions module through the Polaris Integrated Library System would eliminate the need for paperwork to track item orders and holds.

B. Interim Library Director Contract Extension
Director Lindberg shared that his existing contract has expired, but he is willing to continue to serve as Interim Director through May 31, 2016 in order to provide continuity to both staff and the Board. He went on to say, that he would request that the Board extend his contract from the expiration date through May 31, 2016 at the same rate and terms and conditions.

ROBERT PORTER MOVED, MIKE RAIKES SECONDED, TO EXTEND THE INTERIM DIRECTOR'S CONTRACT FROM APRIL 11, 2016 THROUGH MAY 31, 2016.

AYES:	ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS
NAYES:	None
ABSENT:	None

THE MOTION CARRIED UNANIMOUSLY.

C. Recommendation to Foundation for Tuition Payment from Stubblefield Trust
Kathy Jeakins stated that currently there are three students that are enrolled in the MLS program at the University of Illinois, and that one will be finished at the end of May, and two will be continuing into the summer and fall. She went on to review the process of recommending to the Foundation that funds from the Stubblefield Trust be used for tuition.

JULIAN WESTERHOUT MOVED, ALEX CARDONA SECONDED, TO APPROVE RECOMMENDING TO THE FOUNDATION TUITION PAYMENT FROM STUBBLEFIELD TRUST NOT TO EXCEED $4,200.00.

AYES:	ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS
NAYES:	NONE
ABSENT:	NONE

THE MOTION CARRIED UNANIMOUSLY.

D. Waive Three Quote Requirement for Renewal of Annual Maintenance of the Security Gates and RFID Pads to Bibliotheca
Kathy Jeakins shared that this is the annual contract for the security gates and the RFID pads, and this has come before you as it exceeds the $5,000 threshold and this is the only vendor.

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO WAIVE THREE QUOTE REQUIRMENT FOR RENEWAL OF ANNUAL MAINTENANCE OF THE SECURITY GATES AND RFID PADS TO BIBLIOTHECA IN THE AMOUNT OF $6,380.27.

AYES:	ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS
NAYES:	NONE
ABSENT:	NONE

THE MOTION CARRIED UNANIMOUSLY.

E. Approve Surplus Property List
Director Lindberg shared that this is for a folding machine that is no longer needed for folding bulk mail as folding is included in the cost of print jobs that are sent out.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO APPROVE THE SURPLUS PROPERTY LIST. THE MOTION CARRIED UNANIMOUSLY.

XI. Committee Reports and Discussion

A. Budget & Personnel
Robert Porter, Chair, shared the topics covered at the Budget & Personnel Committee meeting held on March 22.

B. Planning, Policies & Programs (3 P's)
Emily Kelahan, Chair, stated that the 3 P's Committee did not meet.

C. Bookmobile Ad Hoc Committee
Alex Cardona, Chair, stated that the Bookmobile Community Survey has been online for about six weeks, and the paper copies will be coming out very soon. Alex asked the Trustees to encourage those in the community to fill out the survey.
Alex reviewed the March statistics for the bookmobile stops.
Alex shared that Staff did create a really cool map with stops broken down by Wards. He went on to say, that Council members have a copy of the map in order to encourage citizens in their Ward to use the bookmobile.

D. Nominating Committee

1. Approve FY17 Slate of Officers
Mike Raikes, Chair, presented the FY17 Slate of Officers to be approved.

President – Carol Koos
Vice President – Alex Cardona
Secretary – Van Miller
Treasurer – Robert Porter

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE FY17 SLATE OF OFFICERS. THE MOTION CARRIED.

XII. Unfinished Business
There was no unfinished business.

XIII. Executive Session to Discuss Hiring of New Director

ROBERT PORTER MOVED, JULIAN WESTERHOUT SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS HIRING OF NEW DIRECTOR.

AYES:	ALEX CARDONA, EMILY KELAHAN, VAN MILLER, ROBERT PORTER, MIKE RAIKES, SUSAN O'ROURKE, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS
NAYES:	NONE
ABSENT:	NONE

THE MOTION CARRIED UNANIMOUSLY.

At 6:15 p.m., the Board went into Executive Session.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO RESUME REGULAR SESSION.

AYES:	Alex Cardona, Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Roberson, Julian Westerhout, Carol Koos
NAYES:	None
ABSENT:	None

THE MOTION CARRIED UNANIMOUSLY.

At 7:31 p.m., the Board resumed regular session. President Koos stated that no action was taken during Executive Session.

XIV. Comments from Board Trustees
Julian Westerhout thanked Emily Kelahan for her service on the Board.

XV. Adjournment

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:33 p.m.