BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, April 17, 2018
5:30 p.m.

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

Minutes

I. Call to Order
President Cardona called the meeting to order at 5:31 p.m.

II. Roll Call

Trustees Present:	Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Julian Westerhout, Alicia Whitworth, Alex Cardona
Trustees Absent:	Alicia Henry, Kiasha Henry
Others Present:	Jeanne Hamilton, Kathy Jeakins, Rachel Park, Caprice Prochnow, Jesse Wyer

III. Introduction of Public
There were no public in attendance.

IV. Public Comment
There were no public comments.

V. President's Report
President Cardona reported that he and his family will be relocating to Arizona, so there will be a new Slate of Officers for the Board. He went on to say that he is very proud of serving and working with all the Trustees on the Board, and that the Library is a great institution for them all.

VI. Director's Report
Director Hamilton stated that the Per Capita Grant award letter was received, and the Library will be receiving the highest amount allowed by law, which is $1.25 per capita.
Director Hamilton shared that she has jury duty this week, so she will be in and out a lot this week.
Director Hamilton reminded that Trustees need to submit their Statement of Economic Interest statements to the Circuit Clerk.
Director Hamilton shared that she and President Cardona have been discussing the format of the Director's report, specifically the Department Manager reports. The thought was that the Manager reporting be tied in with the goals, and she asked what the Trustees thoughts were on this. She went on to say that the submissions from the Managers could be incorporated into her report or the Manager reports could be formatted listing the goals, and what had been accomplished in the month. There was discussion on this, and the consensus was to have the Manager reports reflect the month's happenings tied to the goals. As this will be a

new format, Director Hamilton will work with the Manager's on this as each department will have items that may just fall under one or two goals rather than all of them. Along with this, Director Hamilton will forward the "This Week's Events" email to Trustees so they may plan to attend a program or promote programs to others.
Director Hamilton stated that quotes have been gathered for having the fireplace removed, and even though the quotes have come in under the threshold, she wanted to make the Board aware of this. She went on to say that it has not been used in a number of years, and was inefficient when it was being used, and ideally this space could be used for additional seating. Director Hamilton stated that the fireplace was a donation honoring the parents and maternal grandparents of Ann Bailen, who is a long-time library user. After some discussion, Director Hamilton stated that she will contact Ann Bailen, and let her know what is planned for the fireplace and get her thoughts on how she would like her parents and grandparents honored rather than the fireplace.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that revenues exceeded the budgeted amount by about $3,000.00 for the year with one month left. She went on to say that expenditures are at 82% so far for the fiscal year.

VIII. Consent Agenda

A. Recommend Approval of Minutes of March 20, 2018 Regular BPL Board Meeting
B. Recommend Approval of Bills List of March 2018

JULIAN WESTERHOUT MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

IX. Executive Session – Performance and Compensation of a specific employee & Purchase or Lease of Real Property (5 ILCS 120/2(c)(1) & (5))

MATT WATCHINSKI MOVED, ALICIA WHITWORTH SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS PERFORMANCE AND COMPENSATION OF A SPECIFIC EMPLOYEE AND PURCHASE OR LEASE OF REAL PROPERTY.

Ayes: Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Julian Westerhout, Alicia Whitworth, Alex Cardona

Nayes: None

Absent: Alicia Henry, Kiasha Henry

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 5:52 p.m.

SUSAN MOHR MOVED, ALICIA WHITWORTH SECONDED, TO RETURN TO REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

The Board resumed regular session at 6:41 p.m.

President Cardona stated that no action was taken during Executive Session.

X. Action Items

A. Approve Amendments to the Purchasing Policy
(Supporting Presentation by Rachel Park, Adult Services eResources Selector & Jesse Wyer Children's Services eResources Selector)

Director Hamilton shared that over the past year or so, there have been instances where there have been a few glitches with procuring or renewing eResources, so ultimately the conclusion was to come up with changes to the Purchasing Policy.

Rachel Park, Adult Services eResources Selector and Jesse Wyer, Children's Services eResources presented on the process for selecting eResources. Jesse stated that eResources are a new type of collection in libraries compared to print resources, whereas books have been around for centuries, eResources have only been around for a few decades. He went on to say that there are both professional and peer reviews that can be sought out for book selection, but there is nothing like that for eResources. Along with this, there are currently no management tools available for eResources whereas Collection HQ is used for book selection. Jesse stated that there are a lot of advantages to eResources, such as they are available 24/7 and they don't take up physical space. In light of the advantages of eResources, it was determined that a better strategy was needed for eResources.

Rachel stated that in thinking of what kind of strategy to implement for eResources, the first thought was that eResources is just a different type of format for a new library collection. For example, there were always books, then came DVDs, and policies were changed to accommodate DVDs, and this is just the next step. The goal was to implement a process for collection development of eResources, and the first thing to draw on was what libraries do well, which is print resources. First, they formed an eResources Committee, consisting of Rachel, Jesse and Teen Librarian, Tiffany Leffler. Secondly, the collection development policy was reviewed to see what practices could be used for developing the eResources collection. It turns out that the things one would do to select a book are very similar to what would be done to select an eResource. Rachel stated that along with the similarities between eResources and print, there are some things that are unique to eResources, so they necessitate a different approach. She went on to say that a few tools have been created to help evaluate eResources in a good and consistent way. A standard operating procedure was created to use any time an eResource comes up for renewal, cancellation or consideration of a new one, with a set of criteria that has to be met. Rachel stated that to facilitate that process, a few forms have been created, the eResource Evaluation form and eResource Comparison form. These are in place to make sure that all the eResources are being evaluated consistently, hitting all the criteria, and creating a record for future reference. Rachel continued by saying that contract management is an element required with eResources. With eResources most of the content is licensed, so someone needs to manage that contract to make sure that the Library is getting the deliverable from the vendor. A sample of the eResource Evaluation and Comparison forms, along with what the Contract Management page from SharePoint were shown. Rachel pointed out that once the evaluation form is completed by the selector, the form goes to the Department Manager for approval, then to the Director for approval, so there are really three layers of accountability that it has to make it through before a final decision is made. Rachel explained that the comparison form really gets into more depth as to what is desired from the eResource. Rachel shared that over the last 4 or 5 months, the Selectors have been contacting all of the eResource vendors and making sure that the Library has the current contract on file, reading through end user license agreements to make sure that there is no language included that the Library can't

agree to, and creating a system for the contracts to be organized and easy to locate. Rachel wrapped up the presentation by stating the steps that have been taken are really going to put the Library ahead of the game and help to make responsible decisions for the community and for the Library.

Director Hamilton stated that in looking at the Collection Development Policy and the Purchasing Policy, there is a conflict, and the recommendation is to tailor the Purchasing Policy to be more in line with the Collection Policy. She reviewed the recommended changes to the Purchasing Policy.

ALICIA WHITWORTH MOVED, VAN MILLER SECONDED, TO APPROVE AMENDMENTS TO THE PURCHASING POLICY. THE MOTION CARRIED UNANIMOUSLY.

B. Approve Director Merit Increase for FY19

(Presented and Recommended by the Budget & Personnel Committee)

Alicia Whitworth stated that the Budget & Personnel Committee met to review the evaluations submitted by both staff and Board and found consistency across the Board.

ALICIA WHITWORTH MOVED, VAN MILLER SECONDED, TO RECOMMEND APPROVAL OF A COMBINED 10.5% INCREASE, OF WHICH 1.5% IS BASE, 2.5% IS MERIT, AND A ONE-TIME INVESTMENT OF 6.5% FOR THE DIRECTOR FOR FY19.

Ayes: Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Julian Westerhout, Alicia Whitworth, Alex Cardona

Nayes: None

Absent: Alicia Henry, Kiasha Henry

THE MOTION CARRIED UNANIMOUSLY.

C. Approve FY19 Slate of Officers

(Presented and Recommended by the Nominating Committee)

Julian Westerhout stated that the Nominating Committee met, and the proposed Slate of Officers is as follows:

President – Julian Westerhout
Vice President – Susan Mohr
Treasurer – Alicia Whitworth
Secretary – Van Miller

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED, TO RECOMMEND APPROVAL OF THE PROPOSED SLATE OF OFFICERS FOR FY19. THE MOTION CARRIED UNANIMOUSLY.

D. Approve Waiving the Competitive Bid Process and Authorize Payment to SirsiDynix for Annual Maintenance for the Library's Integrated Library System (Catalog)

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE WAIVING THE COMPETITIVE BID PROCESS AND AUTHORIZE PAYMENT TO SIRSIDYNIX FOR ANNUAL MAINTENANCE FOR THE LIBRARY'S INTEGRATED LIBRARY SYSTEM (CATALOG) FOR THE AMOUNT OF $50,675.13.

Ayes: Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Julian Westerhout, Alicia Whitworth, Alex Cardona

Nayes: None

Absent: Alicia Henry, Kiasha Henry

THE MOTION CARRIED UNANIMOUSLY.

E. Approve Rejecting the Formerly Accepted Competitive Bid for Self-Check Stations from TechLogic

Director Hamilton reviewed that this was brought before the Board in November to approve Tech Logic to provide new self-check stations, and since then, the Library was advised by the vendor that additional equipment, not included in the proposal, had to be purchased. Rather than have ill will with a new vendor, the thought was to bring it back to the Board to rescind, and re-issue the RFP with some tweaks.

JULIAN WESTERHOUT MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE REJECTING THE FORMERLY ACCEPTED COMPETITIVE BID FOR SELF-CHECK STATIONS FROM TECHLOGIC.

Ayes: Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Julian Westerhout, Alicia Whitworth, Alex Cardona

Nayes: None

Absent: Alicia Henry, Kiasha Henry

THE MOTION CARRIED UNANIMOUSLY.

XI. Discussion Items

A. Discuss Library Expansion

Director Hamilton shared that the Council approved the Resolution 7 – 2, showing their support of the Library expanding here, and time will tell if the financial support is offered.
President Cardona stated that the Library Board needs to lead discussion on expansion plans rather than the media outlets or other entities.
President Cardona shared that he and Jeanne have an upcoming meeting with Farnsworth to discuss plans, and Julian has been asked to join them with his new role as Board President.
President Cardona shared that he and Dianne have planned a visit to the Orland Park Public Library for next week.
Susan Mohr shared that she has heard concern about the possible addition of other businesses south of the Library possibly hindering the Downtown Revitalization project. Along with this, there is some misconception that the Library is not downtown, and this Board needs to keep reiterating that we are part of downtown.
Susan stated that the focus should be to create a synergy between the Library and downtown. There was some discussion on this.

XII. Comments from Board Trustees

Van Miller thanked President Cardona for his service on the Board. He went on to say that all of his hard work as President, in getting the Library to this point, is much appreciated.

XIII. Adjournment

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

President Cardona adjourned the meeting at 7:19 p.m.