BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, April 16, 2019

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 5:30 p.m.

II. Roll Call

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| Trustees Present: | Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker (arrived at 5:35 p.m.), Matt Watchinski, Alicia Whitworth, Julian Westerhout |
| Trustees Absent: | John Argenziano |
| Others Present: | Michelle Cope, Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow, Colleen Shaw |

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

IV. Public Comment
There were no public comments.

V. Highlight of Library Services: Presentation of Library Outreach by
Colleen Shaw, Circulation and Outreach Manager & Michelle Cope, Outreach Library Associate
Director Hamilton stated that after the discussion at the last Board meeting about the bookmobile stops, she invited Colleen Shaw, Circulation & Outreach Manager to talk about bookmobile stops and Michelle Cope, Outreach Library Associate to share her outreach efforts with a focus on how she serves the areas that have previously had low numbers with bookmobile stops.
Michelle Cope shared that there has been partnering with Normal Public Library to work with organizations that serve folks in both Bloomington and Normal, such as Peace Meal and the Bloomington-Normal Parents Coalition. She went on to say that there is a plan to have another door to door project in the northwest area to help promote the newer bookmobile stop at Eastview Community Center. Michelle shared some of the upcoming events that she will be attending to promote the library and bookmobile. Michelle stated that she is very excited about "Night in a Car" event for Home Sweet Home Mission and having the bookmobile on site and having story times for kids and allowing folks to check

things out.  Of course, insurance approval is pending on this.  Michelle wrapped up her presentation by stating that she is always seeking out different ways that the library can reach folks that the bookmobile cannot, due to time constraints.

Colleen distributed the new, May-October bookmobile schedule to the Trustees so that they may follow along as she goes through the changes to the new schedule.  She pointed out that Cedar Ridge is a new stop for south Bloomington, and this replaces the Beich Road stop that was poorly attended.  Colleen shared that the bookmobile has a Spanish collection, and this will be ideal for serving the Spanish speaking students that attend Cedar Ridge.

Colleen shared that years ago, there had been a stop in Crestwicke (that is a GPPLD stop), but, had been pulled because of the weight limit of the roads to be travelled. Recently, Sara Engels, Circulation Supervisor, had contacted the Road Commissioner to ask if a consideration could be made to allow the bookmobile to traverse these roads once again.  A permit was issued, but it will have to reviewed and renewed periodically.  Colleen reviewed various other revisions that were made to better serve the community.

Colleen shared that Western Avenue Community Center is now Eastview Community Center, and they have inherited quite an unorganized library.  Daniel Armstrong, whom runs the center contacted Michelle Cope asking for some guidance on getting the materials organized.  Michelle Cope and Alex Bell, Children's Librarian, have been weeding out damaged and dated items and organizing the collection to help the center have a successful library to serve the kids that visit.

Colleen shared that she, Michelle Cope and Alex Bell assisted the Boys and Girls Club with their Reading Success Program by spending an hour once a week to do a story time for the kids.  This program may be repeated in the summer.

They entertained questions.

VI. President's Report

President Westerhout stated that very soon, there will be a new City Council in place.  He went on to say that he had two very brief conversations recently with Mayor Renner. One of the conversations was regarding a realtor that had suggested that several floors of the State Farm Downtown building would be a great place for the Library. The Trustees did not express an interest in the State Farm Downtown building.  The other conversation was regarding O'Neil Park and the Mayor's desire to make O'Neil Park a first-class facility.

VII. Directors Report

Director Hamilton stated that Alicia Henry, Van Miller and Julian Westerhout are all on the April 22 City Council Agenda for reappointment.

Director Hamilton shared that the Bloomington Reads series was great. There was good attendance throughout the series and 50 attended the author presentation which was lower than in years past but not completely surprising with a lower profile author.

Director Hamilton stated that after looking further into having the Craft Beer Swap program, it is not going to work out since talking to the Legal Department pointed out that it goes against the liquor code.

VIII. Fiscal Report

Kathy Jeakins, Business Manager reported that the budget should be at 91.7%.  The revenues are higher than the total projected and expenses are at about 85%.  She went on to say that in tracking expenditures, she is anticipating that we will be underspent for the year.

She entertained questions.

IX. Consent Agenda
   A. Approve Minutes of March 19, 2019 Regular BPL Board Meeting
   B. Approve Executive Session Minutes of February 19, 2019
   C. Approve Bills List of March 2019

ALICIA WHITWORTH MOVED, CATRINA PARKER SECONDED, TO APPROVE THE CONSENT AGENDA WITH ONE EMENDATION TO THE EXECUTIVE SESSION MINUTES. THE MOTION CARRIED UNANIMOULSY.

X. Executive Session – Performance and Compensation of a Specific Employee (5 ILCS 120/2(c)(1))

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS PERFORMANCE AND COMPENSATION OF A SPECIFIC EMPLOYEE.

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

Nays: None

Absent: John Argenziano

THE MOTION CARRIED UNANIMOUSLY.

The Board went into Executive Session at 6:09 p.m.

MATT WATCHINSKI MOVED, CATRINA PARKER SECONDED, TO RETURN TO REGULAR SESSION. THE MOTION CARRIED UNANIMOUSLY.

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

The Board resumed regular session at 6:15 p.m.

XI. Action Items
   A. Approve Director Merit Increase for FY20

President Westerhout stated that both Board and Staff evaluations were very good. He went on to say that he has stated on various occasions that the Library got lucky in getting Director Hamilton, and that she is a very good Director, and that the Board is very pleased with what she is doing.

ALICIA WHITWORTH MOVED, VAN MILLER SECONDED, TO APPROVE A 5% SALARY INCREASE FOR THE LIBRARY DIRECTOR FOR FY20.

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

Nays: None

Absent: John Argenziano

THE MOTION CARRIED UNANIMOUSLY.

B. Approve FY20 Salary Ranges for Non-Union Employees
Director Hamilton stated that in previous years, an across the board percentage for all of the positions had been used, and this year, changes were made based on a simple market comparison. She went on to say that some real adjustments were made this year. In the past, when the salary range increase has been made, the staff in these ranges also received a percentage increase. She stated that she would like to move towards a performance-based increase rather than an across the board increase.
There was some discussion on this.

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO APPROVE FY20 SALARY RANGES FOR NON-UNION EMPLOYEES.

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

Nays: None

Absent: John Argenziano

THE MOTION CARRIED UNANIMOUSLY.

C. Approve FY20 Slate of Officers
Susan Mohr presented the slate of officers as:

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

ALICIA WHITWORTH MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THE FY20 SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

D. Waive Competitive Bid Process to Replace #2 Compressor on Chiller
Caprice Prochnow stated that the #2 compressor on the chiller has failed and needs to be replaced. She went on to say that the #1 compressor was replaced in early 2015. Caprice stated that the chiller can run on one system, but if the #1 compressor failed, especially in the summer, there would be no cooling in the majority of the Library.
Kathy Jeakins stated that the compressor replacement cost would come out of the Fixed Asset Budget and the warranty for years 2 – 5 would come out of the Operating Budget.

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE WAIVING THE COMPETITIVE BID PROCESS TO REPLACE #2 COMPRESSOR ON CHILLER IN THE AMOUNT OF $43,306.06 ALONG WITH ANNUAL MAINTENANCE FOR YEARS 2 – 5 IN THE AMOUNT OF $5,079.00 FROM JOHNSON CONTROLS.

Ayes: Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nays: None

Abstain: Alicia Henry

Absent: John Argenziano

THE MOTION CARRIED UNANIMOUSLY.

XII. Discussion Items

A. Discussion on Library Expansion

There was much discussion about communicating with the new Council and making a definite plan about how to proceed.

XIII. Comments from Board Trustees

Alicia Whitworth wanted to share that she did not remove herself from the Treasurer position because she was upset in anyway. She simply needed more white space in her life.

XIV. Adjournment

VAN MILLER MOVED, ALICIA WHITWORTH SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting 6:46 p.m.