Bloomington Public Library
Board of Trustees Meeting

April 16, 2013

4:30 p.m.

Minutes

I. Call to Order
President Burton called the meeting to order at 4:35pm.

II. Roll Call

MEMBERS PRESENT:	Wilma Bates, Patsy Bowles, Peggy Burton, Jan Kibler, Carol Koos, Blake Mier, Cathy Pratt, Bill Wetzel
MEMBERS ABSENT:	Narendra Jaggi
OTHERS PRESENT:	Georgia Bouda, Kathy Jeakins, Caprice Prochnow, Laura Golaszewski

III. Introductions/Public Comment
President Burton introduced Laura Golaszewski, the new Circulation Manager.
Director Bouda shared that Laura comes to us from the Champaign Public Library, where she was the Circulation Supervisor.

IV. Approval of Minutes
A. March 19, 2013
CAROL KOOS MOVED, CATHY PRATT SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 19, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
President Burton stated that this will be her last Board meeting as President. She went on to say that she will be assisting Director Bouda with the history of the studies regarding the Branch to be presented to the new Mayor.

VI. Director's Report
Director Bouda shared that Jan Kibler's Book Club came to the Library to meet with her, took a little tour of the Library, and viewed Narendra Jaggi's Power Point presentation of the synthesis of the studies.
Director Bouda stated that this is National Library Week and next week is National Volunteer Week. In honor of their service to the Library, the Board members are being given the BPL water bottles filled with candy.
Director Bouda distributed a very positive "Letter to the Editor." The young man mentioned in the letter is our very own Justin Lomelino whose role it is to assist folks with any computer questions/problems they may have.
Director Bouda distributed the letter received from Secretary of State stating the Library will be receiving their Per Capita Grant.
Director Bouda stated that by tomorrow the Library should reach the 1.5 million mark for items circulated this fiscal year. She went on to say that pins have been ordered for staff to wear on their lanyards in celebration of this milestone.

Director Bouda stated that about 8,000 Holds are pulled each month and that additional shelving has been added to accommodate the increase in Holds. With the new Holds shelving, the public fax machine was displaced. The vendor provided fax machine was costing the Library money, so it will be replaced by 2 scanners attached to public computers so that customers may scan their document and email it rather than fax it, with no cost to them.

Director Bouda stated that she and Caprice Prochnow have been working on obtaining an energy assessment of the building, with the initial focus being on the boiler, and the rest of the building to be done in the summer. Director Bouda distributed the SEDAC Boiler Analysis which shows the boiler as being about 60% efficient. The report suggests the boiler be replaced with at least two small boilers. State Grants are available for this type of thing. She also shared that the Controls system for the HVAC system is very ineffective and needs to be replaced as well. Director Bouda and Caprice Prochnow are exploring different options, one of which is performance contracting.

Director Bouda shared that the $50,000 grant from the State of Illinois has not yet been received. She shared that the plan is to add another meeting room in what used to be the Outreach area. Joyce from Francois Associates is working on a CAD drawing to make the most of this space for a meeting room and storage area.

Director Bouda shared that BPL is one of four libraries in Illinois to be picked for Illinois Humanities Council Grant. The grant is for a family literacy program called Prime Time. Since the Community Room is so well used, the first available six consecutive week time slot for the program will be in Spring of 2014.

VII. Fiscal Report

Kathy Jeakins stated that revenues are at almost 98% and the expenses are at almost 82%. The Library has received the check from the Foundation for $14,800.00 for the 2012 Summer Reading costs, but Kathy did not get it into the deposit in time for this report. She entertained questions.

Cathy Pratt asked about the IMRF being overspent. Kathy Jeakins explained that this was due to staff that have left or retired from the Library that had both fairly high salaries and vacation payouts.

VIII. Approval of Bills

CATHY PRATT MOVED, JAN KIBLER SECONDED, TO APPROVE THE BILLS LIST FROM MARCH 2013. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2013.04 A"

IX. Committee Reports

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

B. Planning, Policies & Programs (3 P's)

The 3 P's Committee did not meet.

C. Nominating Committee

1. Present FY14 Slate of Officers

Patsy Bowles presented the Slate of Officers and assured that all have been contacted and are willing to serve, if they are elected. The FY14 Slate of Officers is Blake Mier for President, Narendra Jaggi as Vice President, Wilma Bates for Treasurer and Jan Kibler as Secretary.

PATSY BOWLES MOVED, CATHY PRATT SECONDED TO APPROVE THE FY14 SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Approve May 2013 through December 2013 Meeting Dates

Cathy Pratt questioned why the Board meetings have always been scheduled between the two Council meetings. Discussion then ensued as to whether it should be considered to have the meeting every third Tuesday for ease of scheduling.

PATSY BOWLES MOVED, CATHY PRATT SECONDED TO APPROVE THE AMENDED MEETING DATES WITH THE CHANGE OF OCTOBER 15 RATHER THAN OCTOBER 22.

See Attachment "XI.A"

B. Approve Recommendation to Foundation to Fund 2013 Summer Reading Program Costs, Reimbursement # 1, in the Amount of $1,062.68

Director Bouda stated that money has already been spent on the 2013 Summer Reading Program and they are asking the Foundation to pay for this first amount. The Library will present another set of bills at the end of Summer Reading. We are asking this because of the May 1 fiscal year.

JAN KIBLER MOVED, WILMA BATES SECONDED, TO RECOMMEND THAT THE FOUNDATION FUND 2013 SUMMER READING PROGRAM COSTS, REIMBURSEMENT #1, IN THE AMOUNT OF $1,062.68.

AYES: WILMA BATES, PATSY BOWLES ,PEGGY BURTON, JAN KIBLER, CAROL KOOS, BLAKE MIER, CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: NARENDRA JAGGI

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.B"

C. Discussion of Proposed Operating Budget & Plan of Service for Potential Branch

President Burton reviewed with Board members what was included in the proposal as far as building size, hours of operation, staffing, what services will be offered, "add on" type construction and locale of a Branch.

Director Bouda shared that this is essentially a draft, just to determine if this is what the Board members consider to be a "modest" branch. This information was compiled in response to a request from Councilmen Sage, McDade and Fazzini at our last committee meeting. The hours of operation and staffing needed would be subject to change based on the service levels provided.

XII. Adjournment

President Burton adjourned the meeting at 5:39pm.

Next Meeting Date

May 21, 2013