

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, March 21, 2023
5:30 p.m.

Osborn Room
Bloomington Police Department
305 S. East Street, Bloomington, IL 61701

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:35 p.m.
- II. Roll Call
Trustees Present: John Argenziano (arrived at 5:41 p.m.), Alicia Henry, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Trustees Absent: Dianne Hollister, Van Miller, Matt Watchinski

Others Present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
There were no public present.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout reported that he went on a tour of the construction area after the 3P's Committee meeting and was impressed with the progress.
He shared that he has received some emails from folks complaining about the limited parking at the library. Julian shared that he is getting a lot of positive, excited feedback from the public as well.
- VI. Director's Report
Jeanne Hamilton shared that the Statement of Economic Interest information should be showing up soon.
Jeanne shared that the library Administrative Assistant took a job with the County. A new Administrative Assistant has been hired and will be starting on April 3. She currently works in the same position at ISU and also has 10 years of library experience. She went on to say that Kathy Jeakins, Business Manager, will be her direct supervisor.
There was a question about the 9 hot spots that were replaced. Jeanne explained that there had been challenges with the initial procedures that were in place for hot spots. There is the option of turning off the hot spots, which we had not been doing when they went into overdue or lost status. She went on to say that a number that were past due or lost were shut off and

a lot of them were returned. Jeanne stated that now the hot spots are turned off when they are overdue and then shut off at the carrier level, when they go into lost status. Jeanne stated that the hot spots that went missing were over a year's time.

VII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, reported that revenues and expenditures should be at 83% through the end of February. We are still over in revenues and underspent in expenditures. She entertained questions.

VIII. Consent Agenda

A. Approve Minutes of February 21, 2023 Regular BPL Board Meeting

B. Approve Bills List of February 2023

SUSAN MOHR MOVED, ALICIA WHITWORTH SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

IX. Approval Items

A. Approve Amended Expansion Project Budget

President Westerhout stated that the expansion project budget has changed as we have moved through the project. This has been tracked and now it is time to make the formal adjustments in both revenues and expenditures.

Jeanne shared that two pages were included in the packet. One is more detailed with all of the expenses and revenues, and the other follows the format that Kathy has been using each month with the project updates.

Jeanne stated that she was pleased to share that we did get extra money from the State Grant. She went on to say that there was a deadline for libraries to get their match funding and unfortunately several libraries ahead of us did not get their match funding. Jeanne shared that we were authorized to receive up to \$7,100,000 funding. Since the other libraries' funding fell through, we received the full authorized amount.

Jeanne stated that local donations have not come in like what was anticipated but with the extra Grant funding, we are okay. Along with this, we are accruing a lot of interest, which of course, will go down as we spend the funds.

Jeanne shared that we received an extra \$1,000 in bond proceeds than we had anticipated.

Jeanne stated that as of right now, it looks like we will have over \$730,000 over what our expenses are. Once the project is closer to completion, we can have a discussion about any surplus funds.

There was some discussion about a future levy and bond payments.

JOHN ARGENZIANO MOVED, SUSAN MOHR SECONDED, TO APPROVE AMENDED EXPANSION PROJECT BUDGET.

Ayes: John Argenziano, Alicia Henry, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Nays: None

Absent: Dianne Hollister, Van Miller, Matt Watchinski

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Electric Vehicle Charger Installation Project

Jeanne shared Electric Vehicle (EV) charging is something that we wanted to include in the expansion project from the beginning. Each EV charger has slightly different specifications and since we had not selected a company yet, we were unable to incorporate all the project requirements into the original construction bids. She went on to say that the electrical conduit was included in the original construction bid price and there will be space for four charging units (two stands with two chargers each). Jeanne shared that the estimated installation costs will be about \$8,000 and the lowest quote was received from EV Match. She went on to say that each component of this project is within the purchasing policy threshold that she would be able to approve as the library director, but she thought it would be a best practice for the Board to approve moving forward with the overall EV project.

These chargers would be Level 2 chargers which are the “middle level” (i.e. not super fast but also not a trickle charge). Time limits can be set for the chargers and there will be a dashboard for staff to see when a charger has reached its limit or there is a full charge shutoff. Some chargers can also be set up to increase in price the longer the charge goes on. Jeanne stated that with these chargers, a person downloads an app to their phone and pays through the app.

There was some discussion on this.

ALICIA WHITWORTH MOVED, CATRINA PARKER SECONDED, TO APPROVE ELECTRIC CHARGER INSTALLATION PROJECT FOR UP TO AN AMOUNT OF \$20,000.00.

Ayes: John Argenziano, Alicia Henry, Susan Mohr, Catrina Parker, Alicia Whitworth, Julian Westerhout

Nays: None

Absent: Dianne Hollister, Van Miller, Matt Watchinski

THE MOTION CARRIED UNANIMOUSLY.

C. Approve Revisions to the Strategic Plan

Susan Mohr, 3P’s Committee Chair, shared that the committee decided to pare back the Vision and to be more focused on strategic priorities, goals and initiatives. The goals will be suggested by both the Board and the management team. Then the initiatives will be developed and carried out by management and staff to help carry out the goals. She went on to say that the next step will be fleshing out what the goals will be.

Jeanne stated that tonight, we are asking for approval for the pared down Vision and the revision of “equal access” to “equitable access” in the Mission. Along with this, the change of Strategic Goals to Strategic Priorities. Jeanne stated that the homework for the Trustees is to come up with at least one goal to propose at the April Board meeting.

There was some discussion on this.

CATRINA PARKER MOVED, JOHN ARGENZIANO SECONDED, TO APPROVE REVISIONS TO THE STRATEGIC PLAN. THE MOTION CARRIED UNANIMOUSLY.

X. Discussion Items

A. Library Expansion and Fundraising

Jeanne shared that the parking spaces have been reduced due to the work on the parking deck. We are working to creatively use the space while also allowing the bookmobile room to get in and out safely. Jeanne stated that all staff are parking at the old Clay Dooley lot, with new parking lot lighting. She went on to say that she has gotten permission from Eastview for construction staff using the annex parking lot at East and MacArthur Streets. Jeanne stated that construction is moving along well and many of the board members have taken part in a tour. She went on to say that the flooring has been poured on all three floors in the west addition.

Jeanne shared the City Manager, Tim Gleason, has asked that Jeanne give a progress report to Council at an April Council Meeting. She went on to say that she is also to give a brief blip of the updated budget. Jeanne plans to take pictures of the expansion work to show the council members.

XI. Comments from Trustees

Alicia Henry stated that she thinks the drive-up holds option is working very well with the limited parking.

John Argenziano stated that he thinks that the Land Use statement on the library website is still the original one rather than the revised one that was approved. Jeanne will check into this and report at the April meeting.

Alicia Whitworth stated that the Children's Department staff is amazing. She went on to say that her child with speech challenges, bravely asked one of the staff members (not knowing of the challenges) for help and they complimented the child, saying, "way to use your voice." Catrina Parker, Budget & Personnel Committee Chair, reminded the Trustees that the Director's review is due to her by March 25.

John Argenziano, member of the Nominating Committee, stated that in the absence of Committee Chair, Matt Watchinski, that nominated officers are Julian Westerhout, President, Susan Mohr, Vice-President, Catrina Parker, Treasurer and Dianne Hollister, Secretary.

XII. Adjournment

SUSAN MOHR MOVED, CATRINA PARKER SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:25 p.m.