

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, February 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 5:31 p.m.
- II. Roll Call
Trustees Present: Alicia Henry, Van Miller (arrived 5:33 p.m.), Susan Mohr, Catrina Parker, Matt Watchinski, Julian Westerhout

Trustees Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

Others Present: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow, Kevin Woodard
- III. Introduction of Public
Kevin Woodard from Cities 92.9 introduced himself.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout shared that he was featured for civic leadership in the ISU Redbird Impact magazine. He went on to say that they did a nice little story on him and his work with the library board.
President Westerhout stated that he had received an email from the Illinois Heartland Library System that included a Trustee survey. They are looking to receive responses by Tuesday, February 28. He will forward the email to each of the Trustees.
 - A. Appoint Nominating Committee
President Westerhout stated that he plans to appoint the same committee as last year. The committee would consist of Matt Watchinski, John Argenziano, and Alicia Henry. He will send out an email tomorrow morning on this.
- VI. Director's Report
Jeanne Hamilton had nothing to report at this time. She passed around some thank you letters from Westminster Village residents for a recent presentation that she gave about censorship.
- VII. Fiscal Report Presentation
Kathy Jeakins, Business Manager, reported that both revenues and expenditures should be at 75%. She went on to say that we are three-quarters through the fiscal year and expenditures are a little underspent. Kathy noted that the Donations Report was included this month. She entertained questions.

VIII. Consent Agenda

A. Approve Minutes of January 17, 2023 Regular BPL Board Meeting

B. Approve Bills List of January 2023

SUSAN MOHR MOVED, MATT WATCHINSKI SECONDED, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED UNANIMOUSLY.

IX. Approval Items

A. Approve Transfer of Funds from the M & O Fund to the Capital Reserve Fund

Jeanne stated that according to policy, every year after the audit has been completed, the Library Board transfers 50% of unspent funds to the Capital Reserve Fund. She went on to say that this year, the amount to transfer is \$218,164.00.

VAN MILLER MOVED, SUSAN MOHR SECONDED, TO APPROVE TRANSFER OF FUNDS FROM THE MAINTENANCE & OPERATING FUND TO THE CAPITAL RESERVE FUND IN THE AMOUNT OF \$218,164.00.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

B. Approve Change Order for Dedicated Outdoor Air System (DOAS) Design Changes

Jeanne Hamilton explained the reason for the design change is that the approved substituted condensing unit did not work with the original planned steel support curbing. Instead, the substituted unit had to be accessed from the bottom for maintenance requiring a hole through the roof to work on the unit and additional waterproofing measures on the roof.

MATT WATCHINSKI MOVED, CATRINA PARKER SECONDED, TO APPROVE CHANGE ORDER FOR DEDICATED OUTDOOR AIR SYSTEM (DOAS) DESIGN CHANGES UP TO THE AMOUNT OF \$16,207.00.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

C. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Moving Services

Jeanne reviewed the phase 1 moving scope and cost compared to the moving required for phase 2. Jeanne stated that the architect's letter does recommend a contingency, but this motion does not include the contingency. She went on to say that a revised overall project budget will be presented for approval next month that will include the contingency.

MATT WATCHINSKI MOVED, SUSAN MOHR SECONDED, TO AUTHORIZE LIBRARY DIRECTOR TO ENTER INTO A CONTRACT WITH THE LOWEST BIDDER, HALLETT & SONS EXPERT MOVERS, FOR MOVING SERVICES IN THE AMOUNT OF \$26,905.00.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

- D. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 1 – General Furnishings

Jeanne explained one of the reasons for the division into multiple furniture bids packages was to allow local companies to provide bids for the project.

Jeanne shared that overall she was very pleased with the proposals, even though they came in a bit over budget. Considering the way that the market is now, they are reasonably over budget. Jeanne stated that including the contingency that will be up for approval next month, the over budget amount is \$118,434.00. When considering the amount that was saved in phase 1 for moving, the over budget amount for both furniture and moving is only \$51,000. Jeanne stated that we are doing well with all of the other project expenses. She went on to say that we are in a very good position and she feels very comfortable recommending approval of the bids that were received.

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO APPROVE BID PACKAGE 1 – GENERAL FURNISHINGS FROM LINCOLN OFFICE FOR AN UP TO AMOUNT OF \$394,690.45.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

- E. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 2 – Library Furnishings 1

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO APPROVE BID PACKAGE 2 – LIBRARY FURNISHINGS 1 FROM HENRICKSEN FOR THE AN UP TO AMOUNT OF \$140,706.65.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

- F. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 3 – Library Furnishings 3

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO APPROVE BID PACKAGE 3 – LIBRARY FURNISHINGS 3 FROM WIDMER INTERIORS FOR AN UP TO AMOUNT OF \$124,309.12.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

- G. Authorize the Library Director to Enter into a Contract Submitted through the OMNIA Municipal and Education Contracts for Furniture Package 4 – Systems Furniture

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO APPROVE PROPOSAL PACKAGE 4 – SYSTEMS FURNISHINGS FROM WIDMER INTERIORS (THROUGH OMNIA MUNICIPAL & EDUCATION CONTRACTS) FOR AN UP TO AMOUNT OF \$265,723.90.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

- H. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 5 – Library Casegoods

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO APPROVE BID PACKAGE 5 – LIBRARY CASEGOODS FROM LFI FOR AN UP TO AMOUNT OF \$206,458.00.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

- I. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 6 – Library Custom Furniture 1

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO APPROVE BID PACKAGE 6 – LIBRARY CUSTOM FURNITURE 1 FROM LFI FOR AN UP TO AMOUNT OF \$113,280.00.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

- J. Authorize the Library Director to Enter into a Contract with the Lowest Bidder for Furniture Package 7 – Library Custom Furniture 2

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO APPROVE BID PACKAGE 7 – LIBRARY CUSTOM FURNITURE 2 FROM LFI FOR AN UP TO AMOUNT OF \$35,734.00.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

- K. Authorize the Library Director to Enter into a Contract Submitted through the TIPS Interlocal Purchasing System for Furniture Package 8 – Shelving

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO APPROVE PROPOSAL PACKAGE 8 – SHELVING FROM LFI (THROUGH TIPS) FOR AN UP TO AMOUNT OF \$517,532.00.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

- L. Approve the purchase of the replacement of self-check machines and the expansion and relocation of the automated materials handler and from a sole source vendor. Jeanne shared that the sorter is a sole source product as it is being added to our current sorter system. She went on to say that on the public side, there will be two induction points so that two patrons can be returning items at the same time. Jeanne stated that more conveyors have to be added along with one more bin on the staff side. There is also the cost of moving the current system to its new location and installing it. Jeanne shared that the self-checks are all replacements, with some being freestanding kiosks and others will sit on built in counters.

SUSAN MOHR MOVED, VAN MILLER SECONDED, TO APPROVE THE PURCHASE OF THE REPLACEMENT OF SELF-CHECK MACHINES AND THE EXPANSION AND RELOCATION OF THE AUTOMATED MATERIALS HANDLER AND FROM ENVISIONWARE (A SOLE SOURCE VENDOR) IN AN AMOUNT NOT TO EXCEED \$123,675.00.

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

Nays: None

Absent: John Argenziano, Dianne Hollister, Alicia Whitworth

X. Discussion Items

A. Discuss Process for the Library Director's Annual Performance Review

Catrina Parker will be sending out the Director performance reviews to all the trustees and library management to be completed by March 25. She will send out a reminder on March 21, reminding everyone to get it turned in. She went on to say that after the results are tallied, the Budget & Personnel Committee will meet to discuss a salary recommendation for the full Board to approve on April 18.

B. Library Expansion and Fundraising

Jeanne stated that a lot of progress has happened with the building project since the last meeting. She went on to say that the parking logistics have been discussed as the construction of the parking garage will be starting very soon.

Jeanne shared that the capital campaign has been going, but not much progress lately.

Jeanne shared that the Art Auction took place this last month and as of today, the amount raised is approximately \$8,500. She went on to say that one piece is left to be auctioned with the auction house that we are using.

XI. Comments from Trustees

Alicia Henry asked about a tour of the construction area. Jeanne stated that yes absolutely, tours can be given, and she will send an email with tour times.

XII. Adjournment

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

President Westerhout adjourned the meeting at 6:04 p.m.