

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, February 20, 2018

5:30 p.m.

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

Minutes

I. Call to Order

Vice President Westerhout called the meeting to order at 5:34 p.m.

II. Roll Call

TRUSTEES PRESENT: Alicia Henry, Kiasha Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Julian Westerhout, Alex Cardona (arrived at 5:35 p.m.)

TRUSTEES ABSENT: Alicia Whitworth

OTHERS PRESENT: Crystal Bricker, MCLP, Michelle Cope, Julie Emig, MCLP, Jeanne Hamilton, Kathy Jeakins, Maria Nagle, Pantagraph, Stephen Peterson, GPPLD Board President, Caprice Prochnow, Hari Rebba, MCLP, Modhura Shenoy, MCLP, Stephanie Turrentine, MCLP

III. Introduction of Public

The guests present introduced themselves.

IV. Public Comment

There were no public comments.

V. Special Presentation: Multicultural Leadership Program Presentation

Hari Rebba introduced the MCLP team and gave the highlights of what was to be presented. Julie Emig shared that the project proposal was to increase public awareness, primarily of the multiple resources that the Library has to offer, with a focus on outreach services. She went on to say that a door to door project was a great way to meet the goal with outreach and communication about the services that the Library has to offer, and possibly sign up a few more card holders. A few short videos were shown on celebrating what libraries have to offer.

Madhura Shenoy shared that the door to door campaign took place on a sleeting Saturday in October with 8 teams, with a mix of MCLP representatives, a few volunteers, and BPL staff. Each team had a walking kit containing flyers and pamphlets promoting resources of the Library, and signage stating that teams were from the Bloomington Public Library.

Madhura stated that approximately 206 doors were knocked on, with about 5% of residents responding, and about 25% of those, completing the surveys. She went on to say that literature was left at homes with residents that did not respond or were not in attendance.

Madhura shared that even with the bad weather, and all of those that did not respond, there were 9 card sign ups along with card renewals that day.

Crystal Bricker stated that the MCLP team shared insights gained from the pilot door to door campaign with the BPL team to see how to proceed on carrying this forward. She went on to say that the pilot campaign demonstrated that future campaigns would have feasibility and be executed successfully within our community. Crystal stated that the 8 BPL staff that were involved in the campaign were excited to be participating and responded positively to the campaign and were willing to do this type of campaign again. Crystal shared that the majority of respondents that spoke with the teams were already card holders, and two-thirds of them were not aware of all the resources the Library has to offer. She went on to say that this type of campaign is valuable, not only to gain new card holders, but to get the word out to the community on what all the Library has to offer. Crystal stated that the Pantagraph covered the campaign efforts very well, and this brought forth community awareness of what the Library was doing in outreach efforts.

Stephanie Turrentine stated that in moving beyond the project, the feedback from the BPL team was that they would like to do this type of campaign again and asked the MCLP team to map out four additional walking maps in various areas of the community. Along with this, the MCLP team provided the Library with a communication tool kit to refer to when running this type of campaign.

VI. President's Report

President Cardona reviewed what transpired at the City Council meeting last evening and shared the timeline of upcoming city budget meetings.

President Cardona shared that there was a FOIA request that was submitted asking for emails regarding the Joint Meeting between the Library Board, City Council and Connect Transit. He went on to say that one of his personal emails has ended up on a blog, and there has been some feedback.

VII. Director's Report

Director Hamilton stated that the Library experienced a power outage today, and the elevator failed to reset, and a tech will be on site tomorrow to take care of it.

Director Hamilton shared that the Inter-Library Committee (BPL and NPL) met for the first time, which is very exciting.

Director Hamilton shared that BPL is looking into the potential of a consortium with NPL in jointly purchasing a checkout system. She went on to say that she and Brian Chase, NPL Library Director, are working on putting together an RFP to see what options and cost points are out there. Director Hamilton stated that a purchase would come before the Board for approval as it is a high-ticket item. She went on to say that if this goes forward, eventually, the two libraries would enter into an inter-governmental agreement.

VIII. Fiscal Report Presentation

Kathy Jeakins, Business Manager, stated that revenues are at 98% and expenditures are at 70%. She went on to say that she has received word that some of the Per Capita Grant monies have been distributed, but BPL has not received any yet.

President Cardona complimented Kathy on all her hard work in maintaining a balanced budget.

IX. Consent Agenda

- A. Approve Minutes of January 23, 2018 Regular BPL Board Meeting
- B. Approve Executive Session Minutes of November 21, 2017

C. Approve Bills List of January 2018

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

X. Regular Action Items

A. Approve Transfer of Funds from Maintenance & Operating Fund to Capital Reserve Fund

Kathy Jeakins, Business Manager, reviewed that this process is an action taken every year as a result of a resolution approved by this Board several years ago. The resolution states that 50% of unspent funds from the Maintenance & Operating fund (from the previous fiscal year) would be transferred into the Capital Fund. She went on to say that this requires Board approval, and once this is done, City is notified to make this transfer.

KIASHA HENRY MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE TRANSFER OF FUNDS FROM MAINTENANCE & OPERATING FUND TO CAPITAL RESERVE FUND IN THE AMOUNT OF \$192,166.00.

AYES: Alicia Henry, Kiasha Henry, Dianne Hollister, Van Miller, Susan Mohr, Matt Watchinski, Julian Westerhout, Alex Cardona

NAYES: None

ABSENT: Alicia Whitworth

THE MOTION CARRIED UNANIMOUSLY.

XI. Regular Discussion Items

A. Discuss Library Director's Annual Performance Review

Director Hamilton shared that she has spoken with Alicia Whitworth, Chair of Budget & Personnel Committee, and when Alicia returns from vacation, she will be sending out the appraisal form, the Director's Goals, and the progress report submitted by Director Hamilton. She went on to say that the appraisal forms need to be returned to Alicia by March 21, and then at the Budget & Personnel Committee on April 3, the committee will review the compiled appraisal results in Executive Session and determine a recommended merit increase. At the April 17 Board meeting the committee will bring forth its recommendation to the full Board for approval.

B. Discuss Circulation Changes

President Cardona shared that there are short term outlooks and results, and then in addition to this, there are long term outcomes, such as early literacy, work force development and small business development.

Director Hamilton stated that historically libraries have had a hard time measuring those long-term outcomes. She went on to say that recently the Public Library Association put together Project Outcome which is designed to help public libraries understand and share the impact of essential library programs and services. Director Hamilton passed around the document for the Trustees to review and offered to email a copy to any that wanted it.

There was some discussion on this.

Julian Westerhout departed the meeting at 6:20 p.m.

XII. Library Expansion Items

A. Discussion on Library Expansion

President Cardona shared that this is a very interesting time with the current political landscape and the City budget discussions taking place, and the Board has to be realistic about this.

There was discussion regarding what funding would be used for a possible expansion, if it would possibly be a public private partnership, and what role the Foundation would play in this.

B. Approve a Resolution to Expand the Library in the Current Location

Director Hamilton shared that she put this together based upon input from the Board of Trustees.

DIANNE HOLLISTER MOVED, MATT WATCHINSKI SECONDED, TO APPROVE A RESOLUTION TO EXPAND THE LIBRARY IN THE CURRENT LOCATION. THE MOTION CARRIED UNANIMOUSLY.

C. Approve Revised Farnsworth Contract Amendment No. 1

President Cardona stated that he and Director Hamilton had met with Farnsworth and gave them the feedback from the last few meetings, which a lot of that was incorporated into the revision.

Director Hamilton stated that if the Trustees choose not to approve this, then direction is needed from the Board as to what the next step should be.

MATT WATCHINSKI MOVED, ALICIA HENRY SECONDED, TO APPROVE REVISED FARNSWORTH CONTRACT AMENDMENT NO. 1 IN THE AMOUNT OF \$14,850.00 PLUS \$250.00 IN REIMBURSABLE EXPENSES.

AYES: Alicia Henry, Kiasha Henry, Van Miller, Susan Mohr, Matt Watchinski, Alex Cardona

NAYES: Dianne Hollister

ABSENT: Julian Westerhout, Alicia Whitworth

THE MOTION CARRIED.

XIII. Comments from Board Trustees

Dianne Hollister shared that she attended the ALA Midwinter event in Colorado and wanted to speak with some architects that were present, but they were all from the Rockies, so it would not have done any good.

Susan Mohr stated that she attended the Legislative Breakfast which was to have legislators present to offer guidance to libraries and public entities. She shared that one legislator didn't offer much guidance when asked about dealing with City budget deficit issues.

XIV. Adjournment

VAN MILLER MOVED, KIASHA HENRY SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Cardona adjourned the meeting at 6:52 p.m.