BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 17, 2015
5:15 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order
President Jaggi called the meeting to order at 5:17 p.m.

II. Roll Call

MEMBERS PRESENT:	JARED BROWN, BRITTANY CORNELL, EMILY KELAHAN, SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI
MEMBERS ABSENT:	None
OTHERS PRESENT:	Georgia Bouda, Kathy Jeakins, Caprice Prochnow, Melissa Robinson, Carol Torrens, Gayle Tucker

III. Introductions/Public Comment
There were no introductions or public comments.

IV. Approval of Minutes
A. January 20, 2014
EMILY KELAHAN MOVED, CATHY PRATT SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 20, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

B. January 28, 2014
WHITNEY THOMAS MOVED, EMILY KELAHAN SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 28, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
President Jaggi announced that Jared Brown has agreed to be the newest member of the Budget & Personnel Committee meeting.
President Jaggi announced that Monica Brigham had submitted a resignation from the Bloomington Public Library Board and it is with regret that President Jaggi accepts her resignation.

President Jaggi announced that Van Miller will be finishing Monica Brigham's term, and will be appointed to the Bloomington Public Library Board at the February 23 Council meeting. Van is an alumnus of Illinois Wesleyan University and serves as the Director of Annual Giving in the Development Office. President Jaggi stated that Van will be present at the March 17 Board meeting, and with all his financial experience, he intends to appoint Van to the Budget & Personnel Committee.
President Jaggi shared that he will be resigning from the Bloomington Public Library Board at the end of this fiscal year, which is the end of April, so he will not be serving the last year of his three year term.
Jared Brown shared that his term will expire on April 30 and he has declined being reappointed for another term. He went on to say that the Mayor has been made aware of this.

A. Committee Appointment
President Jaggi asked if the following would be willing to serve on the Nominating Committee: Brittany Cornell, Bill Wetzel, and Whitney Thomas. They all agreed to serve and were appointed as the Nominating Committee, with Brittany Cornell serving as the Chair.

VI. Director's Report
Director Bouda shared that the Circulation numbers were up in January after leveling off for several months.
Director Bouda shared that there were many successful programs this past month.
Director Bouda stated that the bookmobile inspection was completed earlier this month by Michael Swendrowski and Danny Rice and as you can see by the report that Michael discovered a number of items that needed to be addressed. She went on to say that a big celebration to roll out the new bookmobile is scheduled for April during National Library Week.

A. Presentation by Melissa Robinson, Children's Services Manager
Melissa Robinson, Childrens Services Manager, shared that the Children's Department is intended for children aged 11 and under and the Librarians gear their collection development accordingly. She reviewed the materials that are offered in the department and how the development of the child is taken into account with the floor plan of the department.
Melissa shared that there are six full-time, five part-time, work study students from Illinois Wesleyan and seasonal help in the summer that work in the department. There are four Librarians in the department, two of which handle material selection. The Librarians do most of the programming, although a few of the Library Associates help with programming as well. Melissa shared with the Trustees the many wonderful story times offered on a regular basis as well as other well attended programs offered. A number of the programs, such as Dia de los Libros, are offered annually and are very popular and well attended. Melissa entertained questions.

VII. Fiscal Report
Kathy Jeakins entertained questions.

VIII. Approval of Bills

CATHY PRATT MOVED, JARED BROWN SECONDED, TO APPROVE THE BILLS LIST FROM JANUARY 2015. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2015.02"

IX. Committee Reports

A. Budget & Personnel Committee
The Budget & Personnel Committee did not meet.

B. Planning, Policies & Programs (3 P's)
The 3 P's Committee did not meet.

C. Ad Hoc Committee – Library Expansion Task Force
The Library Expansion Task Force did not meet.

X. Unfinished Business

A. Approve Selection Process for Final Firm Selection
President Jaggi shared that a few points that still needed to be determined on the RFQ Interviews were handled by Director Bouda. She consulted with Jeff Jurgens, City Attorney, and Jon Johnston, City Procurement Officer, and confirmed that cost may not be discussed during the interview process and that the interviews and the discussion amongst Trustees after each interview must be conducted as an open meeting.
Director Bouda stated that as far as the scoring, she would like to see the same format used that was used in determining the firms to be interviewed. She went on to say that there can be much discussion on what firm to select, but the final process should be quantitative so that the process is defendable to the competing firms. Director Bouda stated that she had had Johanna Sneed prepare a packet including the four questions to be asked of each firm along with a quantitative scoring sheet at the end. The four questions will be given to each firm in advance, so that they may prepare their presentations accordingly. Questions that have to do with their presentation may be asked of each of the firms.
There was discussion as to start time for the meeting, time frame for each interview, and time for sandwiches to be served. The consensus was to start the interview process at 9:15 a.m., allow an hour for each interview with 10 minutes in between, with interviews wrapping up between 12:30 and 1:00 p.m., with sandwiches and discussion from that point.

XI. Executive Session to Discuss Bargaining Unit Contract

CATHY PRATT MOVED, EMILY KELAHAN SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS BARGAINING UNIT CONTRACT.

AYES: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAN, SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 6:04 p.m., the Board went into Executive Session.

Cathy Pratt departed the meeting at 6:23 p.m.

At 6:24 p.m., the Board resumed regular session. President Jaggi stated that no action was taken during Executive Session.

XII. New Business

A. Approve Bargaining Unit Contract

EMILY KELAHAN MOVED, WHITNEY THOMAS SECONDED, TO APPROVE THE BARGAINING UNIT CONTRACT FOR THE PERIOD OF MAY 1, 2014 – APRIL 30, 2017.

AYES: JARED BROWN, BRITTANY CORNELL, EMILY KELAHAN, WHITNEY THOMAS, BILL WETZEL, NARENDRA JAGGI

NAYES: SUSAN O'ROURKE

ABSENT: CATHY PRATT

THE MOTION CARRIED.

B. Discuss Singer Group Report on Director Evaluation Process

President Jaggi shared that a conference call can be arranged with the Singer Group for questions and edits of the Director Performance Review. Once the Board as a whole is satisfied with the document, the instrument must be adopted. With this process, too much time may go by, and it may become necessary to use the current tool for this year's evaluation.

There was much discussion on the evaluation tool that was prepared by the Singer Group.

Some topics that came up were:

Anonymity for the Trustees with possibly a mediator to field any questions.

Should Management use the same form as the Trustees or should it be modified.

For this next evaluation, perhaps the bottom half of page 5 in reference to the Goals be taken out, and instead add a narrative of goals accomplished in the past year. It was proposed that the Director report on the goals set for the year within her monthly Director's report. There was also a proposal of having a Trustee conduct a quarterly or bi-annual review of goals with the Director to check on the progress of goals.

This agenda item will be tabled until the next meeting.

C. Update from Susan O'Rourke on Bloomington Comprehensive Plan Community Facilities Workgroup

There was some discussion on this, and then President Jaggi proposed that a special meeting be called to allow time for a rich discussion on this. There was consensus to have both Susan O'Rourke and Brittany Cornell (Chair of Downtown Work Group) present at a BPL Board Special Meeting on March 4 at 5:15 p.m..

XIII. Future Agendas/Comments from Board Members

There were no future agendas or comments from Board Members.

XIV. Adjournment

President Jaggi adjourned the meeting at 7:19 p.m.