BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, February 16, 2016
5:30 p.m.

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

Minutes

I. Call to Order
President Koos called the meeting to order at 5:35 p.m.

II. Roll Call

MEMBERS PRESENT:	Alex Cardona, Emily Kelahan, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Thomas, Julian Westerhout, Carol Koos
MEMBERS ABSENT:	None
OTHERS PRESENT:	Ali Bousquet, Kathy Jeakins, John Keister (Keister & Associates), Terry Lindberg, Patricia Marton (resident), Caprice Prochnow, Danny Rice, Carol Torrens, Jon Whited

President Koos proposed moving Item XII.E. before Item XII.A under New Business.

MIKE RAIKES MOVED, SUSAN O'ROURKE SECONDED TO MOVE ITEM XII.E. BEFORE ITEM XII.A. UNDER NEW BUSINESS. THE MOTION CARRIED UNANIMOUSLY.

III. Introductions
President Koos introduced the guests.

IV. Public Comment
Patricia Marton, resident, commented on the multi-cultural and multi-generational community and the County program that Tom Barr from the Center for Human Services is involved with that deals with emotional intelligence.

V. Approval of Minutes
A. January 19, 2016

SUSAN O'ROURKE MOVED, VAN MILLER SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 19, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

B. January 27, 2016

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 27, 2016 MEETING WITH THE EMENDATION OF REMOVAL OF ITEM V.B.. THE MOTION CARRIED UNANIMOUSLY.

C. February 2, 2016

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO APPROVE THE MINUTES FROM THE FEBRUARY 2, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

President Koos had nothing to report.

VII. Director's Report

Director Lindberg shared that John Keister was in attendance most of the day meeting with community leaders and staff. He shared some of the comments received.

John Keister shared that he had a great day here at the Library, and he was very pleased with the positive attitude of staff. He went on to say, that his daughter, Sarah, will be here on Saturday as well to get a feel for the Library and take some photos.

Director Lindberg shared that he and Caprice Prochnow will be going through the list of repairs/updates that Farnsworth noted in the Facilities Study. He went on to say, that he also shared with the City the updates recommended for the lower lot.

VIII. Fiscal Report

Kathy Jeakins reported that Revenues are at 99.7% and Expenditures are at 71.4%, and ideally they should be at 75%. She entertained questions.

IX. Approval of Bills

SUSAN O'ROURKE MOVED, VAN MILLER SECONDED, TO APPROVE THE BILLS LIST FROM JANUARY 2016. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2016.02"

X. Committee Reports and Discussion

A. Budget & Personnel

The Budget and Personnel Committee did not meet. Robert Porter shared that the Committee plans to meet on Tuesday, March 22 at 5:30 p.m.

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

The 3 P's Committee did not meet. Emily Kelahan reported that the 3 P's will be meeting on Wednesday, March 2 at 5:30 p.m. She went on to say, that Director Lindberg and staff have prepared a draft of the Strategic Plan for the Committee's review and the Committee will recommend the Strategic Plan for approval to the full Board at the March 15 meeting.

C. Bookmobile Ad Hoc Committee
The Bookmobile Ad Hoc Committee did not meet. Alex Cardona shared that the Committee will be meeting either the first or second week of March.

XI. Unfinished Business
There was no unfinished business.

XII. New Business
A. Discussion with John Keister Regarding Director Search
John Keister shared that he had a good day at the Library meeting with both Community leaders and staff. He went on to say, that the main goal for him today was to pick out areas that may need a little work because good leaders like something to do.
Some attributes staff would like to see in the new Director: a good ambassador for the Library; allow staff to take educated risks; enhancement on internal communication; encourage Board/Staff relations;

John asked that the Board Trustees forward to him the different traits or attributes that they would like to see in the next Director. Along with this, he would like to know if he has missed anything in what he should be looking for in a Director.

John shared that he is focusing on a local (Midwest) search versus national search as his desire is to find an individual that is familiar with the area, is from here, or has ties to community. He went on to say, that after what he heard today, it is very important that candidates understand the Library climate and the State of Illinois, and not just the politics, but the finances, and the library laws.

B. Presentation on Lynda.com Software by Ali Bousquet, Adult Services Librarian
Ali Bousquet presented a Power Point of the Lynda.com online instruction database. Along with this, she pulled up the database for the Trustees to see some of the course instructions offered.
She entertained questions.

C. Waive Three Quote Requirement for Lynda.com Software

MIKE RAIKES MOVED, EMILY KELAHAN SECONDED, TO APPROVE WAIVING THE THREE QUOTE REQUIREMENT FOR THE PURCHASE OF LYNDA.COM SOFTWARE IN THE AMOUNT OF $13,125.00.

AYES:	ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, CAROL KOOS
NAYES:	JULIAN WESTERHOUT
ABSENT:	NONE

THE MOTION CARRIED.

See Attachment "XII.C."

D. Waive Three Quote Requirement for Optical Disc Repair System, Danny Rice, Circulation and Outreach Services Supervisor

Danny Rice stated that the Library has had the current disc cleaner for 8 years. He went on to say, that these units have a 3 year warranty, and the company recommends replacing it after 5 years.
Danny shared that the Library plans to purchase the same model of disc cleaner as this model has all the features that are needed. He went on to say that the current disc cleaner would be traded in on the new model for a trade-in value of $6,500.00.
He entertained questions.

JULIAN WESTERHOUT MOVED, VAN MILLER SECONDED TO APPROVE WAIVING THE THREE QUOTE REQUIREMENT TO PURCHASE THE RTI MASTER OPTICAL DISC REPAIR SYSTEM FROM RESEARCH TECHNOLOGY INTERNATIONAL IN THE AMOUNT OF $11,495.00.

AYES: ALEX CARDONA, EMILY KELAHAN, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS, CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XII.D."

E. Approve Surplus List (Jon Whited, IT Manager)
Jon Whited shared that according to the policy, any items for surplus with a purchase price over $1,000 need to be approved by the Board, and that there are a number of technology items for surplus, and all of them are over five years old. He went on to say that the items will either be recycled or sold.
He entertained questions.

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE SURPLUS LIST. THE MOTION CARRIED UNANIMOUSLY.
See Attachment "XII.E."

XIII. Comments from Board Trustees
There were no comments from Board Trustees.

XIV. Adjournment

VAN MILLER MOVED, ALEX CARDONA SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 6:42 p.m.