BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 20, 2015
5:15 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order
Vice President, Cathy Pratt called the meeting to order at 5:16 p.m.

II. Roll Call

MEMBERS PRESENT:	Jared Brown, Brittany Cornell, Emily Kelahan, Susan O'Rourke (arrived at 5:17 p.m.), Whitney Thomas (arrived at 5:21 p.m.), Bill Wetzel, Cathy Pratt
MEMBERS ABSENT:	Monica Brigham, Narendra Jaggi
OTHERS PRESENT:	Georgia Bouda, Laura Golaszewski, Adrienne Ives, Kathy Jeakins, Jon Johnston, Patricia Marton, Caprice Prochnow, Carol Torrens, Melissa Waltrip

III. Introductions/Public Comment
Vice President Pratt asked the guests to please introduce themselves. There were no public comments.

IV. Approval of Minutes
A. December 16, 2014
EMILY KELAHAN MOVED, JARED BROWN SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 16, 2014 MEEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report
Vice President Pratt had nothing to report.

VI. Director's Report
Director Bouda shared that Susan O'Rourke had requested discussing the changing of the Budget & Personnel Committee meeting time at the last Board meeting. With new people being added to the committee in the near future, Director Bouda suggested a definitive meeting time should be decided at a later date. Discussion ensued amongst the current Committee members as to a new date and time. Because it had been decided that the

Director's Evaluation tool would be handled by the Board as a whole, there would not be any regular business likely for a few months for the committee.
Vice President Pratt proposed that each of the Committee members share with the Director any times that they would be available to meet and start from there.
Director Bouda shared that they are very close to settling the Union contract.

VII. Fiscal Report
Kathy Jeakins shared that December was a little underspent, which is typical. She entertained questions.

VIII. Approval of Bills
EMILY KELAHAN MOVED, WHITNEY THOMAS SECONDED, TO APPROVE THE BILLS LIST FROM DECEMBER 2014. THE MOTION CARRIED UNANIMOUSLY.

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. Emily Kelahan shared some of the upcoming agenda items for the 3P's Committee. She went on to say that there is a meeting scheduled for Wednesday, February 4. The Committee will be discussing more of the process for revising the Strategic Plan, further engagement with Deb Halperin, communication between the 3 P's Committee, the Expansion Task Force, and the whole Board, discussion of how to handle feedback received from the Singer Group and any decisions that are made.
There was some discussion regarding changing the meeting start time. It was decided to change the start time to 5:15 p.m. The next meeting is scheduled for Wednesday, February 4. She entertained questions.

C. Ad Hoc Committee – Library Expansion Task Force
The Library Expansion Task Force Committee did not meet. Emily Kelahan shared that the next meeting is scheduled for Wednesday, January 28 at 6:00 p.m. in the second floor Conference room at City Hall. The purpose of that meeting is to share with the two Council women how the discussion went in regards to evaluating the RFQs. She entertained questions.

X. Unfinished Business
There was no unfinished business.

XI. New Business

A. Discussion of Library Expansion RFQ Scoring with Jon Johnston, City Procurement Specialist

Jon Johnston introduced himself and shared his professional background. He stated that the mission of the Trustees is to evaluate the proposals that have been submitted to the Library. The goal is to determine which firms are to be on the short list of three to five firms to be interviewed. Jon Johnston shared that once the scoring is done to determine which firms will be on the short list, the Trustees need to make sure the decision was objective, open, transparent, and their actions are defendable. He advised the Trustees that when going through the review and evaluation process, they follow all the guidelines that they set out to follow, to make certain the proposers submitted the things that they have been asked to submit, and as a Board, they are all evaluating the same thing. He added that they should each be looking for the scope of work outlined in the Library Needs Assessment, Programming, Site Analysis and Conceptual Design RFQ in the submitted proposals and nothing beyond what the firms were asked to provide.

Jon Johnston shared that when it comes time to interview the final candidates, each interview should be one hour with thirty minutes for their presentation and thirty minutes for questions.

He entertained questions. The question was raised as to whether a firm that had failed to sign a "Mandatory" page should be disqualified. Jon Johnston advised that legal counsel be consulted. Director Bouda will confer with Jeff Jurgens on this matter.

There was much discussion in regards to using a different numerical scale or perhaps a narrative scale to evaluate the candidates rather than what was originally distributed.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, TO REVISE THE EVALUATION TOOL FOR SCORING THE TOP RFQ CANDIDATES.

With the discussion prior to the voting on this motion, the motion was withdrawn.

EMILY KELAHAN MOVED, BRITTANY CORNELL SECONDED, TO REPLACE THE CURRENT EVALUATION TOOL WITH A WEIGHTED RANKING SYSTEM, WHERE EACH TRUSTEE WHO IS ABLE TO PARTICIPATE WILL RANK THEIR TOP FIVE FIRMS IN ORDER, ASSIGNING TO THEIR VERY TOP FIRM FIVE POINTS, FOUR POINTS TO SECOND FIRM, THREE POINTS TO THE THIRD FIRM, TWO POINTS TO THE FOURTH PLACE FIRM, AND ONE POINT TO THE FIFTH PLACE FIRM, AND PROVIDE A NARRATIVE JUSTIFICATION IN TERMS OF THE CRITERIA LAID OUT IN THE RFQ FOR EACH RANK. THIS RANKING SYSTEM ALONG WITH THE NARRATIVE JUSTIFICATION WILL BE SUBMITTED TO THE LIBRARY DIRECTOR IN ONE WEEKS TIME, WHEREBY THE DIRECTOR WILL COMPILE THE RANKINGS. AFTER WHICH A SPECIAL MEETING WILL BE CALLED TO REVIEW THE RESULTS AND MAKE A FINAL SELECTION OF INTERVIEWEES. THE MOTION CARRIED UNANIMOUSLY.

After the motion carried, it was determined that Emily Kelahan will send Director Bouda a draft of the tool to be distributed. The Director will distribute it to the rest of the Trustees. The Trustees will submit their evaluations to Director Bouda no later than noon on Tuesday, January 27, and she will compile the rankings and present the findings at the next Board meeting.

The Trustees discussed whether to have a Special meeting in order to review the rankings. The consensus was to cancel the Library Expansion Task Force meeting on Wednesday, January 28 at 6:00 p.m. and replace it with a BPL Board Special meeting to be held in the Quiet Reading Room of the Bloomington Public Library.

B. Recommend Waiving Three-Quote Requirement for Purchase of Security Gates
Director Bouda reminded Board members that they had voted to approve the purchase of new security gates for the lower level from Bibliotheca back in October, and this is part of the $50,000 grant that was received. She discovered that Bibliotheca had a new version coming out that could be placed further apart, which would be more suitable for our entrance. Director Bouda asked for a quote on the new version which would be an additional $1,652.00.

BILL WETZEL MOVED, EMILY KELAHAN SECONDED, TO WAIVE THE THREE-QUOTE REQUIREMENT FOR PURCHASE OF SECURITY GATES FROM BIBLIOTHECA IN THE AMOUNT OF $10,687.00.

AYES: Jared Brown, Emily Kelahan, Susan O'Rourke, Whitney Thomas, Bill Wetzel, Cathy Pratt

NAYES: None

ABSENT: Monica Brigham, Brittany Cornell, Narendra Jaggi

THE MOTION CARRIED

See Attachment "XI.B"

C. Recommend Waiving the Competitive Bid Process to Replace #1 Compressor on Chiller
Director Bouda stated that the Library has a service agreement with Johnson Controls to maintain our York Chiller and they are the main vendor for the York Chiller. There are two compressors within the chiller and the #1 compressor has failed and needs to be replaced.

EMILY KELAHAN MOVED, JARED BROWN SECONDED, TO WAIVE THE COMPETITIVE BID PROCESS TO PURCHASE A #1 COMPRESSOR FOR THE YORK CHILLER FROM JOHNSTON CONTROLS IN THE AMOUNT OF $33,944.00.

AYES: Jared Brown, Emily Kelahan, Susan O'Rourke, Whitney Thomas, Bill Wetzel, Cathy Pratt

NAYES: None

ABSENT: Monica Brigham, Brittany Cornell, Narendra Jaggi

THE MOTION CARRIED

See Attachment "XI.C"

D. Discuss Future Work Session/Retreat with Deb Halperin
Emily Kelahan discussed this in the 3 P's Committee report.

E. Presentation by Laura Golaszewski, Circulation and Outreach Manager
Circulation and Outreach Manager, Laura Golaszewski
Laura Golaszewski stated that she is the Circulation/Outreach Services Manager along with her background in the library field. She shared that Circulation/Outreach is the biggest department in the Library with a total of 28 staff, four of which are currently working towards a Masters in Library Sciences at the University of Illinois. Laura stated that Circulation/Outreach staff is very customer service oriented as they are the first point of contact for customers. They are also the first point of contact for library materials. Last year, the Library had reached 1.5 million in circulations. Laura shared that Outreach Services includes Home Delivery, Deposits Services, and of course, the Bookmobile. Laura shared some positive feedback that was received from customers about Circulation/Outreach staff.

XII. Future Agendas/Comments from Board Members
There were no future agenda suggestions or comments from Board members.

XIII. Adjournment
Vice President Pratt adjourned the meeting at 7:13 p.m.