

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
AUGUST 12, 2009**

I. CALL TO ORDER

The regular Library Board meeting of August 12, 2009 was called to order by President Bonni Rothbaum at 7:30 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Bonni Rothbaum, David Strutzel and Linda Szramiak. Absent: Sonia Singh. Also Present: Director Tim Jarzemsky, Office Manager Kandice Krettler, and Computer Services Department Head Sean Luster.

Director Jarzemsky requested changes to tonight's agenda. He asked that the Business Office Departmental Report and the Website Presentation under New Business be moved up in the agenda. The Board approved the changes to the agenda.

II. APPROVAL OF MINUTES

The minutes of the July Board Meeting were reviewed. Trustee Gaertner noted on Page 3, under Monthly Statistics, the first sentence should read "The Board reviewed the statistics for the month of June." not July. Trustee Gaertner moved, and Trustee Szramiak seconded the **motion**, that the minutes of the July 8, 2009 Regular Library Board meeting be approved as corrected. The motion carried by voice vote.

III. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Clark moved, and Trustee Strutzel seconded the **motion**, that the Board approve the payment of bills for the month of August 2009 in the amount of \$96,725.83 and the transfer of approximately \$183,438.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Clark, Strutzel, Szramiak, Rothbaum, Gaertner, and Mallozzi. NAYS: None. ABSENT: Trustee Singh.

VI. NEW BUSINESS:

BUSINESS OFFICE DEPARTMENTAL REPORT

Director Jarzemsky introduced Kandice Krettler, Office Manager. Ms. Krettler presented an overview of the Administration Department. She distributed "trading cards" of the personnel in the Business Office Department along with a written overview on the Department. Included in the Department are Director Jarzemsky; Maintenance Supervisor, Jim Barnoski; Office Assistants Jenny Slavick, Juriana Salinas, and Jean Hamilton; School Liaison, Kandy Jones; and Business Assistant, Ginger Boskelly. Besides the regular maintenance duties, Mr. Barnoski does all the meeting setups. Ms. Kandy Jones is responsible for outreach work with the schools and handles the delivery of the "Bags of Books" to the schools. She described the faxing services and the charges for this service. The office handles the computer class registrations. A \$10.00 registration fee is charged per computer class that is refundable upon attendance. She went on further to discuss the other staff duties and the hours that the office is open. The "trading cards" include fun personal facts. Mrs. Hamilton has worked at the library for 35 years. She was the third employee hired when the library first opened in 1974. One of the fun personal facts of Director Jarzemsky is that he knows how to juggle. In response to questions, Ms. Boskelly

works twenty-two hours per week - one evening a week and the weekend. The full-time staff consists of Director Jarzemsky, Mr. Barnoski, Ms. Krettler and Ms. Slavick. The Board thanked Ms. Krettler for her informative report.

VI. NEW BUSINESS: (Continued)

WEBSITE PRESENTATION

Mr. Sean Luster, Computer Services Department Head, was asked to make the website presentation by Director Jarzemsky. Mr. Luster stated that the website was modified to include the new logo and color scheme. He took the Board through a demonstration of the website and discussed what changes were made and why to the website. He noted that Departments, because of the Drupal software being used, can update their own sites while the directory and layout remains the same on every page. There are approximately 570 pages on the website. The address and phone number of the Library appears on the bottom of every page. He stated that the search website location was moved. Dynamic content was added that included changing pictures and special features and events at the library. The website includes a section on upcoming meetings at the library. There is a new section that shows new featured films. The changes to the website and a software update should be completed by this Friday. Mr. Luster will be making a presentation on Bloomingdale's website to the DuPage Library System on August 24, 2009. The Board thanked Mr. Luster for his educational report.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Staff In-Service Day. The staff recognition breakfast was enjoyable. Staff was very appreciative for the opportunity to attend the American Library Association Conference. The Bloomingdale Fire Protection District, that afternoon, demonstrated the correct use of fire extinguishers in the case of a fire in the Library. Staff benefitted greatly from the day. Maryann Edl joined the Library staff as a Circulation and Technical Services Aide. The month showed a 14% increase in circulation. The report showed heavy computer usage by patrons. Reference statistics are up. There was a great mix of programs during the month. Director Jarzemsky reported on a contact by a researcher from Chicago to the Local History Department. The researcher saw the Library's online local obituaries and as a part of her job on the O'Hare Modernization Project was able to locate a next of kin to people in some of the graves that will be affected by the O'Hare expansion. The July 17th Sunshine Serenade concert had the best attendance to date with 204 people attending. He discussed the variety of Children's Programs held that month. Trustee Szramiak stated that there needs to be more awareness about the Local History Room. In response to questions, Director Jarzemsky stated that a going away party was held for Mrs. Willer, Department Head of Circulation/Technical Services Department on August 7th. Her position was posted and he received seventeen applications. He interviewed five individuals for the position and should be making his decision this week.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of July. Circulation continues to be up over last year by 14%. As the stats show, holdings are up as are cardholders.

IV. REPORTS (Continued)

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS - Compressor Failure - Director Jarzemsky reported on the compressor failure that occurred unexpectedly. He described the location and the work entailed to replace the failed compressor. The compressor was installed in 2002 and was beyond its warranty. The Library does have a HVAC insurance policy which should cover some of the costs. The cost for the compressor, labor and a five-year warranty is \$13,900.00. The insurance should cover approximately \$9,000.00 of that cost.

LIAISON REPORTS

LINC – It was reported that the Administrative Council met and the e-mail server has been updated to provide faster and better service.

VILLAGE - No report.

FRIENDS OF THE LIBRARY – The next meeting of the Friends of the Library is Wednesday, August 19, 2009 at 7:00 p.m. At this meeting, the Friends will be planning for the September 19th Annual Book Sale.

BIG - Director Jarzemsky reported on the July 23, 2009 BIG meeting hosted by School District 93.

V. UNFINISHED BUSINESS:

PER CAPITA GRANT REQUIREMENTS

Director Jarzemsky stated that the Library needs to begin preparing for next year's grant even though the State as yet has not sent a grant check for this year. Director Jarzemsky reviewed what needs to be submitted to fulfill the requirements of the grant. The library needs to be in compliance to receive grant money. Based on the current population, the library could receive approximately \$22,854.00 from the State. He stated that at this meeting, he will review with the Board the Illinois Library Laws and Rules which describes policies. The Board will review the most recently published Administrative Ready

Reference which describes how a library should be operated as well. Using the il.webjunction.org website, Director Jarzemsky began the review. The State library is behind this site and all libraries can use it as a “ready reference” tool. The Library Trustees and Directors can use this site to make sure that the library is running properly at any time.

V. UNFINISHED BUSINESS: (Continued)

Director Jarzemsky stated that the Library is a Village library and therefore does not have annexation powers. The Village staff keeps the library informed on annexations and disconnections. The library is not able to accept donations or gifts. The Friends of the Library is a non-for-profit organization and helps the library with funding. Discussion took place concerning tax deductions that a donor can have and the policies that are in place concerning this subject.

As far as the non-resident fee calculation, the library participates in the DuPage Library System (DLS) and has a policy on the tax bill method for determining the cost of a library card. Director Jarzemsky went into detail on how a non-resident can obtain a Bloomingdale library card using the tax bill method.

Since it is a Village library, ordinances are passed by the Village as far as the Library’s appropriations and levy. The library does pass resolutions in regards to the Prevailing Wage, Meeting dates, etc. The library does have an investment policy.

As far as applying for grants, the library applies for a Per Capita Grant, and the TechAtlas Grant. The library did receive a grant from Best Buy but some grants (LSTA) are based on financial need and in most cases, the library does not qualify. Staff does look at what grants are available.

A policy binder is available at all times for the Board to review. The binder contains all the current policies of the library which the Board has adopted and approved. The agenda and Board meeting minutes are available for review on the Library’s website. The library is in compliance with all the legal requirements. The Board reviewed the different policies that the Board has approved and has kept up-to-date.

As far as the Property Tax Extension Limitation Law, the Village is a home rule community so this does not apply to this library. The library is very careful in preparing the budget and levy’s responsibly. The library meets the standards that apply to serving the public. All Board members have a copy of the Trustee Facts File which is an overview of the responsibilities of a library trustee.

Director Jarzemsky went on to review the Illinois State Statute, Chapter 75, which governs libraries. Some of the library’s policies are taken directly from the State Statutes. He discussed the Library Records Confidentiality Act and what changes were recently made to this policy. A procedure has been worked out with the Chief of Police and the library has a good working relationship with the Police Department.

The policy on vacancies was discussed and how the State Statute applies. The Library has a complete set of the Illinois Compiled State Statutes that is available for review at any time.

V. UNFINISHED BUSINESS: (Continued)

FINAL AUDIT

The final audit has been received from McGladrey & Pullen, the Library's auditors and was distributed to the Board. There were no changes made to the draft audit that was reviewed at the last meeting. **Motion** by Trustee Szramiak, seconded by Trustee Mallozzi that the Board approve the final audit prepared by McGladrey & Pullen dated April 30, 2009. The motion carried by roll call vote: AYES: Trustees Szramiak, Mallozzi, Gaertner, Rothbaum, Clark and Strutzel. NAYS: None. ABSENT: Trustee Singh.

POLAR EXPRESS OPTIONS

Director Jarzemsky distributed to the Board a copy of alternate ideas for a polar express event. Due to the changes and restrictions placed upon the Library by Metra, the Library will not be having the Polar Express train trip this year. The Board is looking at continuing with the event instead by offering the showing of the movie along with treats. The Board reviewed the costs to have the event take place at one of the local theaters. Discussion took place concerning this option as far as costs, weather, etc. Following this discussion, the Board agreed that the event should take place at the library. The downstairs meeting room could be decorated appropriately and staff would be able to generate a number of great ideas for the event. The library meeting room can hold up to 120 people for the movie. This was the best option considering this would be the first time for such an event and by having it at the library, there would be less overhead and staff required. The event will need to be advertised in the Village Almanac and tickets would go on sale beginning in October. Director Jarzemsky mentioned that there may be a reduction in the outside lighting for the holidays since the Village may not fund the truck necessary to install some of the lights.

VI. NEW BUSINESS:

2010 SPECIAL EVENTS CALENDAR

Director Jarzemsky reviewed the special events calendar for 2010 with the Board. The Holiday Open House will take place on November 30 so the event should be moved to November on the Calendar. The Halloween Party will take place on Saturday, October 31, Halloween. The Board asked that this date be confirmed with the Village and the Park District as far as any conflicts with trick or treat times or events.

ILA CONFERENCE – OCTOBER 7– 9, 2009 PEORIA, IL

Director Jarzemsky stated that the ILA Conference will be taking place in Peoria, IL on October 7th through the 9th. Thursday, October 8th, has been set aside for Library

Trustees and if anyone is interested in attending, please let him know. There are funds in the budget for this Conference. Director Jarzemsky, along with some staff, plans to attend.

VII. PUBLIC DISCUSSION:

The Library, Village and Park District are working together and planning on hosting an International Day. Director Jarzemsky passed out invitations to the Board. It is a free event called "Passport to the World: Celebrating the Cultural Treasures within Our Community." The event will take place from 11:00 a.m. to 2:00 p.m. on Saturday, August 15 at Old Town Park. Ms. Krettler has been working with the Park District.

Another event, planned by the Chamber of Commerce, called "50 Men Who Cook" will be taking place on Saturday, September 26 from 6 to 8 p.m. at Hilton Indian Lakes Resort. The cost is \$25. Trustee Strutzel will be a participating cook.

The DuPage Library System (DLS) announced a new executive director today. His name is Tom Sloan and he was once the State Librarian in Delaware. Discussion took place concerning State cutbacks and the reduction in funding.

VIII. ANNOUNCEMENTS:

Next Board Meeting: Wednesday, September 9, 2009
Friends of the Library Book Sale – September 19, 2009, 9:00 a.m. – 3:30 p.m.

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Mallozzi seconded the motion to adjourn the August 12, 2009 Library Board meeting at 9:05 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones