

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
October 13, 2010**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:29 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Kim Paprocki, Bonni Rothbaum, David Strutzel and Linda Szramiak. Also Present: Director Tim Jarzemsky, Laura Allen from Illinois Metropolitan Investment Fund (IMET), Ginger Boskelly, Business Manager.

II. APPROVAL OF MINUTES

The minutes of the September Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, that the minutes of the September 8, 2010 regular Library Board meeting be approved as presented. The motion carried by voice vote.

III. TREASURER'S REPORT

Director Jarzemsky requested agenda item IMET Funds-Resolution Approving IMET Funds be moved to just before the Treasurer's Report.

Director Jarzemsky introduced Laura Allen from the IMET (Illinois Metropolitan Investment Fund) to the board to introduce investment options for the library.

Laura Allen gave the board a summary of what the IMET investment program is in comparison to Illinois Funds; reviewing ways the programs are similar and different. Ms. Allen explained that IMET is a government entity and a non-profit amalgamation of Public Funds Custodians and Finance Directors; and is controlled by an eight member Board of Trustees of which five are Finance Directors and three are Village Managers. IMET is approved for both operating and pension funds. IMET offers two investment options, the 1-3 year fund and the IMET Convenience Fund. The 1-3 year fund is a triple-A rated government bond fund and is invested exclusively the U. S. Government Securities such as Treasury and Agency obligations. The 1-3 Year fund does have a Net asset value that will fluctuate. The IMET Convenience Fund is a stable value fund similar in nature to the Illinois Fund. The IMET Convenience Fund has a guaranteed rate of return that is equal to the fed funds rate, the underlying investment are all obligations of the United States, or CD's that carry FDIC insurance under the CDARS (Certificate of Deposit Account Registry Service). Ms. Allen reviewed the handouts and charts provided to the Board showing the fund options, how they have rated over the past several years and what options the Library has to invest in this program. The IMET convenience fund has consistently outperformed the Illinois Funds over the past few years. Library Director Jarzemsky reminded the Board that as a public entity we must have all our reserves invested in accounts with collateral, and that secondly we must follow the guideline in our investment policy of legality, safety, liquidity, and yield in that order. Director Jarzemsky is recommending that we only invest in the IMET Convenience Fund as it has a guaranteed rate of return, where the 1-3 Year Fund could possibly lose money.

Questions were directed to Ms. Allen regarding safety ratings, how this fund would work with the library's current banking system, fees for this program and if and how this program works with the Library's current investment policy. Discussion followed.

Trustee Rothbaum moved to approve Resolution NO. 2010/2011-4, Approving and Authorizing Execution of a First Amended and Restated declaration of Trust and Trustee Gaertner seconded the **motion**. The motion carried by roll call vote: Ayes: Trustees Clark, Gaertner, Mallozzi, Paprocki, Rothbaum, Strutzel and Szramiak. NAYS: None.

The Board thanked Ms Allen for her time and presentation. Laura Allen and Business Manager, Ginger Boskelly left the meeting at 7:50 p.m.

Trustee Strutzel read and reviewed the Treasurer's Report to the Board. Trustee Strutzel moved, and Trustee Mallozzi seconded the **motion**, that the Board approves the payment of bills for the month of October, 2010 in the amount of \$88,256.88 and the transfer of approximately \$230,500.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Clark, Trustee Gaertner, Trustee Mallozzi, Trustee Paprocki, Trustee Rothbaum, Trustee Strutzel and Trustee Szramiak. NAYS: None.

V. REPORTS

LIBRARIAN

Director Jarzemsky reported on the events and programs for the month of September. Two library programs addressed current issues many patrons are facing at this time, Tax Strategies and Understanding Medicare. Both of these programs are issues that current retirees have serious concerns about and addressed the current issues especially with the upcoming election. The third presentation, Coal Swamps, Coral Reefs, and Continental Glaciers: A Look at Prairie State Geology was a well attended program that dispelled myths that the state of Illinois is flat. Patrons were taken on a virtual tour showing parts of the state that have hills, valleys and show signs of glacier movements. Director Jarzemsky reviewed the various programs that took place and reviewed the statistics detailed in the Librarian's Report. The Youth Services Department continues to provide young children of all ages various programs, activities and crafts. Enrollment continues to grow in the Youth Services programs. Teen program attendance is also climbing with more participants for game night and other teen activities. Director Jarzemsky was pleased to announce that several staff was able to participate and attend the ILA convention in Chicago and reported back with many new ideas for the library. Addressing a question from Trustee Clark, Director Jarzemsky shared with the Board that the Friends of The Library book sale was a large success this past month with record breaking attendance. Jarzemsky stated it was a huge help to have the meeting rooms booked the week prior to assist in the set up for the sale.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of September. Circulation continues to trend up showing a 9% increase over this time last year. Participation in library programs continues to climb especially in Youth Services and Teens.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – IMET Funds –Please see agenda item III. for the Library.

BUILDING AND GROUNDS - Director Jarzemsky shared with the board that the lettering on the outside sign is beginning to erode. Some of the original letters were stolen years ago and were replaced with wooden letters by Jim Barnoski. Director Jarzemsky shared with the board the history of the sign, how one letter was missing thus fixed and repaired by the head of facilities but the sign is at the point where it needs to either be completely replaced or repaired. The letters have been subject to the elements for 15 plus years and to replace just one letter would likely lead to color differences. Discussion followed addressing concerns of time line, funds, logo, replacing full sign. It was agreed to proceed at this point to gather more information and quotes and the Board plans to take further action in the spring.

LIAISON REPORTS

LINC – No report

VILLAGE - No report

FRIENDS OF THE LIBRARY – The September book sale was discussed in the Librarian's report. The FOL will be participating and sponsoring events at the Library's Halloween Party. The FOL are selling entertainment books for \$25.00. They are available in the Business Office.

BIG - Director Jarzemsky reported that a meeting is scheduled for Thursday, October 28th. The BIG meeting will be hosted by Lake Park High School District 108. Trustee Mallozzi agreed to attend the meeting with Director Jarzemsky.

ILA-Trustee Szramiak reported on her attending ILA on September 30. Szramiak gave an update on the Open Meetings Act after attending a seminar. The Board reviewed the Open Meetings Acts guidelines. The Board also agrees to review guidelines for Public Participation at Board meetings for future references. Szramiak also reviewed guidelines for evaluating the library director. The board reviewed the current guidelines and discussed changing some options. More discussion will follow at a later date.

VI. UNFINISHED BUSINESS:

Elevator Repairs

Director Jarzemsky reported that the current elevator is in need of repairs and possible replacement. The current elevator underwent some repairs this past month and it was reported that though the elevator is currently safe for use, more repairs will be needed in the future and the repairs will become costly. Jarzemsky presented two proposals from engineering firms to assist with the elevator modernization. These firms will perform a detailed examination of the elevator, create an RFP for elevator companies, evaluate all bids, inspect the work, and perform a final inspection. Director Jarzemsky recommended the proposal from David Roth and Associates. Jarzemsky stated that this action can be taken in five phases over time within the next year with phase one and two being completed this fiscal year. Jarzemsky agreed to have the Library attorney look over the contract to make sure it is within the library's best interest. Monies will be paid out after each phase once the punch list is reviewed.

Trustee Clark moved to approve and accept the bid from David Roth and Associates for scope of work on the Library elevator in the amount of \$9200.00 as indicated on the proposal. **Motion** was seconded by Trustee Mallozzi. The motion carried by Roll Call Vote: Ayes: Trustee Clark, Trustee Gaertner, Trustee Mallozzi, Trustee Rothbaum, Trustee Strutzel and Trustee Szramiak. Nays: None

IMET FUNDS

Please see agenda item III. Treasurer's Report

INVESTMENT POLICY REVISION

Director Jarzemsky reported the Library's current Investment of Public Funds Policy needs to be renewed and revised to match the Library's new policy regarding the IMET Funds. Jarzemsky referred the board to the current policy (Attachment G) stating the items in red specifically need to be reviewed and changed to reflect the new IMET Investment Funds. Jarzemsky reviewed the Library's current banking status and stated these changes will have no impact on how the library currently does their banking. Trustee Strutzel moved to accept the changes to the current Investment of Public Funds Policy as noted on Attachment G in red. **Motion** seconded by Trustee Mallozzi. The motion carried by voice vote.

DLS

Director Jarzemsky updated the Board on the current status of DLS. Betsy Adamowski of Itasca Community Library was elected as At-Large Representative for DLS Board.

The new board will be seated at the October 21, 2010 DLS Board meeting. Jarzemsky reported due to the funding crises and delays in receiving state funds, many libraries have discontinued services and reduced staffing. On October 4, more than fifty librarians, library workers and library trustees met to discuss redesigning the regional library services in northern and central Illinois. There is much discussion and planning of a possible merger in process

VII. NEW BUSINESS:

APRIL 2011 ELECTIONS

Director Jarzemsky reminded the Board about the upcoming April elections and to pick up their elections packets if they have not done so yet.

CHARACTER COUNTS PROCLAMATION

Director Jarzemsky stated that the Bloomingdale Character Counts Proclamation (Attachment I) is included in the Board packet. Jarzemsky stated that School Liaison Kandy Jones is the Library's representative, attends the local meetings and updates are reported in the Librarians report. Trustee Szramiak moved to approve the Proclamation Bloomingdale Character Counts! **Motion** seconded by Trustee Rothbaum. The motion carried by voice vote.

MARKETING COMMITTEE

Director Jarzemsky reported that a Marketing Committee was formed in September 2010 (see attachment J) and is being chaired by Shauna Porteus, Business Office Manager. The committee is made up solely of library employees on a volunteer basis and all departments have a representative. The committee has met twice and currently discussing the committee goals and establishing a mission statement that works in conjunction with the Library mission statement. Jarzemsky stated he attended the first two meetings and now feels comfortable letting the committee move forward. Jarzemsky shared the committee's first project is **MY BPL** in which patrons will have an opportunity to share with other patrons what services they use, why they use them and what they like most at the library. The committee hopes to launch stage one of **MY BPL** at the Holiday Open House on November 30.

OPEN MEETINGS ACT AMENDMENT

Director Jarzemsky reviewed the new time limit guidelines for approving minutes and requiring public bodies to adopt rules regarding public rights to speak in a meeting. This law, Public Act 96-1473 was passed on August 23, 2010. Discussion followed. No action is needed at this time.

VII. PUBLIC DISCUSSION:

There was no Public Discussion at this time.

VIII. ANNOUNCEMENTS:

Trustee Szramiak shared with the Board an article regarding the Lombard Public Library's budget. Trustee Rothbaum shared with the Board the Library's Long Range Plan and how it can be found on the Library's web site. Director Jarzemsky praised Shauna Porteus and the I/T department for the joint efforts and hard work on this project.

Next Board Meeting: Wednesday, November 10, 2010

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Mallozzi seconded the motion to adjourn the October 13, 2010 Library Board meeting at 8:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Mary Holtrop