

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 8, 2010**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:34 p.m. Trustees present: LeRoy Gaertner, Kelly Mallozzi, Kim Paprocki, Bonni Rothbaum, and David Strutzel. Absent: Trustees Milton Clark and Linda Szramiak. Also Present: Director Tim Jarzemsky

II. APPROVAL OF MINUTES

The minutes of the November Board Meeting were reviewed. Trustee Mallozzi moved, and Trustee Gaertner seconded the **motion**, that the minutes of the November 10, 2010 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

III. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Strutzel moved, and Trustee Gaertner seconded the **motion**, that the Board approves the payment of bills for the month of December, 2010 in the amount of \$50,503.22 and the transfer of approximately \$195,303.22 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Mallozzi, Paprocki, and Rothbaum. NAYS: None. ABSENT: Trustees Clark and Szramiak.

V. REPORTS

LIBRARIAN

Director Jarzemsky reviewed his Librarian report. He reported on the health-related programs that took place at the library during the past month. In honor of Veteran's Day, a documentary program on D-Day Remembered was presented. The Holiday Open House was a great hit with over 569 patrons attending. The Open House entertainment, especially the Lake Park High School Swing Choir, was a great hit with patrons. The Library worked with the Fire District so Santa made an entrance riding in on the fire truck. Village personnel also assisted with lighting the library complex. Director Jarzemsky thanked them and the library staff for their efforts in making the event so wonderful. Director Jarzemsky reported that Tiffany Erickson, Youth Services Librarian, resigned due to her husband being transferred down state. The position has been advertised and many applications have been received. A short hiring process is expected. Circulation continues to increase. Discussion took place concerning the various reports and programs that took place in November. Director Jarzemsky stated that the library has begun to make plans for high school finals week, which includes offering snacks and meeting rooms for students to use for studying. Additionally, the Library will stay open later for this program.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of November. Circulation continues to trend up and cardholders are at 17,065. Director Jarzemsky discussed the reason for purging old library cards in response to a question asked by Trustee Rothbaum. The cards need to be current in order to determine if the patron still resides with the Library's District. Cards are renewed every three (3) years.

V. REPORTS (Continued)

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS - No report.

LIAISON REPORTS

LINC – No report.

VILLAGE - The Village report will be given in January. The Village has hired a new Village Administrator, Martin J. Bourke.

FRIENDS OF THE LIBRARY – At the last Friends' meeting, the Friends discussed the book sale that is scheduled for March and new officers were elected.

BIG - Director Jarzemsky reported that the Library will be hosting the January 27, 2011 BIG meeting. Trustees Rothbaum and Strutzel stated that they would be able to attend.

VI. UNFINISHED BUSINESS:

IMET TRANSFER

Director Jarzemsky stated that Attachment E is a basic cash flow analysis showing the average monthly expenditures and the anticipated balance for FY2010/11. This is a picture of the reserves and the current balance in the Illinois Funds. As discussed and approved by the Board at a previous meeting, it is proposed to transfer some funds to the new depository, Illinois Metropolitan Investment Fund (IMET). Director Jarzemsky is proposing to transfer \$1,000,000.00 to IMET. Just the same as the Illinois Funds, IMET allows money to be transferred without penalty and there is no cost associated with making transfers. Trustee Rothbaum moved, and Trustee Gaertner seconded the **motion**, that the Board approves the transfer of \$1 million dollars from the Illinois Funds to IMET. The motion carried by roll call vote: AYES: Trustees Rothbaum, Gaertner, Strutzel, Mallozzi, and Paprocki. NAYS: None. ABSENT: Trustees Clark and Szramiak.

VI. UNFINISHED BUSINESS: (Continued)

ELEVATOR MODERNIZATION PROPOSAL

Director Jarzemsky gave the board an update on the elevator modernization proposal. Director Jarzemsky reported that the elevator consultant, David Roth & Associates, submitted a detailed report on the Library's elevator system. The current system is thirty years old and in fairly good condition. Mr. Roth recommends replacing components of the elevator system at a cost of approximately \$120,000. Director Jarzemsky stated that the building fund has money to complete the recommendations and the work would be included in the next budget year proposal. A Request for Proposal will be posted to acquire bids for a large portion of the project; local contractors would be used for smaller aspects of the work plan. Mr. Barnoski, the library's building maintenance supervisor, agrees with the report submitted by the consultant. Construction would commence in August 2011 and includes a full modernization of the elevator systems. Upcoming phases include preparing and reviewing the bid document. Trustee Mallozzi moved, and Trustee Strutzel seconded the **motion**, that the Board approves Phases 2 and 3 of the modernization of the elevator. The motion carried by roll call vote: AYES: Trustees Mallozzi, Strutzel, Rothbaum, Gaertner, and Paprocki. NAYS: None. ABSENT: Trustees Clark and Szramiak.

LINC 2011/2012 BUDGET APPROVAL

Director Jarzemsky stated that the LINC budget was discussed at the last meeting. Attachment G is the LINC budget. LINC Manager Carol Dawe provided a description of the reasons for the budget line item changes. The Library's fees to LINC will remain the same. In response to questions, the LINC fees are based on population and the size of the collection. Based upon the discussion and review of the proposed LINC budget, Trustee Strutzel moved, and Trustee Paprocki seconded the **motion**, to approve the proposed 2011/2012 LINC budget as presented. The motion carried by roll call vote: AYES: Trustees Strutzel, Paprocki, Mallozzi, Rothbaum, and Gaertner. NAYS: None. ABSENT: Trustees Clark and Szramiak.

PUBLIC COMMENT POLICY

Director Jarzemsky reported that the public comment policy was discussed at the last meeting. This is in response to changes to the Open Meetings Act and the guidelines for public participation will help keep the Library in compliance with the law. The proposed policy will be posted. Trustee Rothbaum moved, and Trustee Mallozzi seconded the **motion**, to approve the Board Policy: Public Participation at Board Meetings as presented. The motion carried by roll call vote: AYES: Trustees Rothbaum, Mallozzi, Strutzel, Paprocki, and Gaertner. NAYS: None. ABSENT: Trustees Clark and Szramiak.

VII. NEW BUSINESS:

FAMILY CARD

Director Jarzemsky reported that circulation staff has problems with patrons sending another person to pick up their holds. Currently, the individual placing the holds needs to pick up their own holds based upon the Library Records Confidentiality Act, which is designed to protect their privacy. The proposed "Permission to Pick Up Holds Waiver" would allow an individual patron the ability to designate a person(s) permission to pick up their holds. The Library Records Confidentiality Act will be included with the new permission form so individuals understand the reason why this permission is necessary. This will help staff greatly in dealing with disgruntled patrons. At the time of registration, patrons will be able to place these individuals in their records so that they can pick up their holds. The SIRSI system has the ability to record this information. The system also will be able to remove a hold once it has been picked up. Trustee Mallozzi moved, and Trustee Strutzel seconded the **motion**, to accept the "Permission to Pick Up Holds" policy in compliance with the Library Records Confidentiality Act. The motion carried by roll call vote: AYES: Trustees Mallozzi, Strutzel, Rothbaum, Paprocki, and Gaertner. NAYS: None. ABSENT: Trustees Clark and Szramiak.

CO-SPONSORED EVENTS LETTER

Director Jarzemsky stated that the Library is again asking for the Village to co-sponsor annual special events (Ice Cream Social, Halloween Party and Holiday Open House) and the Gazebo Concerts. The letter to the Village contains information on the number of individuals who attended the events last year and a thank you for their past support. The Library is asking for \$5,500.00. It was noted that the Village has been given credit for the sponsorship of the events. In response to questions, the events are open to the public. The letter will be forwarded to the Village upon approval by the Board. Trustee Rothbaum moved, and Trustee Gaertner seconded the **motion**, to approve the letter to the Village Requesting Co-Sponsorship of Events as presented. The motion carried by roll call vote: AYES: Trustees Rothbaum, Gaertner, Mallozzi, Strutzel, and Paprocki. NAYS: None. ABSENT: Trustees Clark and Szramiak.

2011 CALENDAR – LIBRARY CLOSINGS AND SPECIAL EVENTS

Director Jarzemsky reviewed the proposed library closing and special events calendar. The special events will be coordinated with the Park District so as not to overlap with their special events.

Trustee Mallozzi moved, and Trustee Rothbaum seconded the **motion**, to approve the special events calendar for 2011. The motion carried by voice vote.

Trustee Strutzel moved, and Trustee Gaertner seconded the **motion**, to approve the 2011 Library Closings. The motion carried by voice vote.

VII. NEW BUSINESS: (Continued)

DOMINIC FROIO DONATION

Director Jarzemsky stated that he wrote a letter to Mr. Froio thanking him for his generous donation of \$2,500.00 that was used towards children's gifts for the holiday open house. The Library was able to purchase nice wooden puzzles that were age appropriate and distribute them to the children at the Open House. Director Jarzemsky reported on how the money was spent. In addition, per his request, gift certificates were given to Merrill Tlusty and Gloria Elder for their work in delivering library materials to homebound patrons. A more detailed letter of the expenditures will be sent to Mr. Froio. The Library is very grateful for his continued support.

WINTER CLOSING/SNOW REMOVAL PLAN

Director Jarzemsky reviewed the procedures for the winter closings/snow removal plan. If a closing should occur, the Board President (if unavailable another member of the Board) will be notified of the closing by either himself or a department head. The library will remain open unless it becomes too hazardous for staff and patrons. The library has been given a list of who to call if they should experience any snow related problems by the Village.

UNATTENDED ITEMS/LIBRARY MATERIALS THEFT

Director Jarzemsky reported on library material thefts that have been taking place within the Library. There have been a number of DVD's stolen. The Library is working with the police department. A patron also had her laptop computer stolen from the quiet room where she was working. The Library will be posting signs stating that the library is not responsible for personal belongings. A sample of the sign's verbiage was reviewed. The Board was sorry to hear about the patron's loss. Discussion took place concerning the placing of cameras. The Board approved the posting of the signs in the study area desks and throughout the library.

SET DATE FOR ANNUAL PLANNING MEETING

Director Jarzemsky asked that the Board look at their calendars for availability for the annual planning meeting. The meeting usually takes place in January or early February. A date for the annual meeting will be set at the next Board meeting.

VII. PUBLIC DISCUSSION:

No public was present. The Board congratulated Trustee Gaertner on the celebration of his 90th birthday.

VIII. ANNOUNCEMENTS:

IX. ADJOURNMENT:

Trustee Paprocki moved and Trustee Mallozzi seconded the motion to adjourn the December 8, 2010 Library Board meeting at 8:34 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones