

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
AUGUST 11, 2010**

ATTACHMENT A
09/08/10

I. CALL TO ORDER

The regular Library Board meeting of August 11, 2010 was called to order by President Bonni Rothbaum at 7:32 p.m. Trustees present: Milton Clark, Kim Paprocki, Bonni Rothbaum, David Strutzel and Linda Szramiak. Absent: Trustees LeRoy Gaertner and Kelly Mallozzi. Also Present: Director Tim Jarzemsky and Shauna Porteus.

II. APPROVAL OF MINUTES

The minutes of the July Board Meeting were reviewed. It was noted that the motion to approve the draft audit on page one had Trustee Clark's name twice in the aye vote and another scribner error was noted on page three. Trustee Szramiak moved, and Trustee Paprocki seconded the **motion**, that the minutes of the July 14, 2010 Regular Library Board meeting be approved as corrected. The motion carried by voice vote with Trustees Rothbaum and Strutzel abstaining.

III. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Strutzel moved, and Trustee Clark seconded the **motion**, that the Board approves the payment of bills for the month of August 2010 in the amount of \$53,511.24 and the transfer of approximately \$196,261.24 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Clark, Rothbaum, Szramiak and Paprocki. NAYS: None. ABSENT: Trustees Gaertner and Mallozzi.

At this time, Director Jarzemsky asked that the agenda be changed by moving the discussion under Unfinished Business: Long Range Plan – Review of Text and Layout to this point in the agenda. The Board was in agreement to this change.

V. UNFINISHED BUSINESS:

LONG RANGE PLAN – REVIEW OF TEXT AND LAYOUT

Director Jarzemsky introduced Shauna Porteus, Business Office Department Head. He stated that she had worked closely with Trustee Rothbaum and himself on updating the long range plan. They edited the text and brought in a professional photographer to take architectural pictures of the library for the plan. The plan is meant to be seen electronically but a printed version will also be available and distributed to interested parties. Ms. Porteus reviewed the sample plan with the Board and pointed out the changes. She stated that the introduction was shortened. The sample plan color schemes are the same colors used in the Library's logo. The information contained was updated using the latest census data. The plan explains the goals of the Library. The second version of the plan was distributed with changes of the color to teal with the layout and contents remaining basically the same.

There was a change to some of the headings within this draft plan. Discussion took place on the need to date the plan. It was agreed that the timeline would date it. This plan is a requirement of the Illinois Library Association.

V. UNFINISHED BUSINESS: (Continued)
LONG RANGE PLAN – REVIEW OF TEXT AND LAYOUT

Discussion took place concerning the printed copies. A professional printer will be used. The Board discussed the photos and which ones might be moved or changed. The Board was in agreement that the plan was well done but they would like to have the opportunity to review it further. This item will be brought back in September for approval.

Removal from the Roll: Ms. Porteus leaves the meeting at 7:45 p.m.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Summer Reading Program “Scare Up a Good Book” and the success of the program. He discussed the various programs that were offered in July. The second summer concert had 94 patrons in attendance; the last concert will be August 13. The Library welcomed two new employees: Christine Sporleder and Denise Sebanc. Various statistics contained within his report were reviewed. Circulation was up 2% over last year. PC sessions are down, which is attributed to patrons being on summer vacations. It was noted that there were 684 visits to the CONTENTdm webpage containing the Bloomingdale Heritage Collections in July. Director Jarzemsky discussed the Library’s participation in the Glendale Heights Health Fair and the cost of sponsorship. The library budget does not include enough dollars for the \$1,500 sponsorship for this health fair. The Library does participate in two other health fairs held in Bloomingdale. Director Jarzemsky stated that he will be contacting the sponsor concerning the sponsorship cost and a possible reduction.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of July. Circulation continues to be up by 2% over last July.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – 125 Cafeteria Plan – This policy will be discussed under New Business.

FINANCE – No report.

BUILDING AND GROUNDS - Magazine Shelving Option – Director Jarzemsky provided a sample of what is being proposed to change the shelving in the magazine area. The proposed shelving would be able to store up to a year and half of magazines. This would reduce the number of patrons asking staff for magazines and also free up the circulation area where back issues of the magazines are stored. The new shelving option would cost approximately \$6,000. The area where various pamphlets and brochures are presently located would be consolidated and moved as well. The Board had no objections to the proposed changes.

IV. REPORTS (Continued)

LIAISON REPORTS

LINC – No report.

VILLAGE - No report.

FRIENDS OF THE LIBRARY – The Friends are busy planning for the next book sale. The entertainment books have arrived and will cost \$25.00 this year. They will be sold at the September book sale.

BIG - Director Jarzemsky reported on what took place at the last meeting. Lake Park High School's new superintendent was introduced. The Village reported on the approval of the Wal-Mart expansion and the status of sales tax dollars. He discussed what was presented as far as the local school districts.

V. UNFINISHED BUSINESS:

APPROVED AUDIT

Director Jarzemsky stated that copies of the approved audit were available for the public and copies were distributed to the Board members.

TREASURER - APPOINTMENT

Due to the resignation of Trustee Singh, the Treasurer's position that she held is vacant. Trustee Szramiak moved, and Trustee Clark seconded the **motion**, that the Board appoints Trustee Strutzel as Treasurer. The motion carried by roll call vote: AYES: Trustees Szramiak, Clark, Rothbaum, Paprocki and Strutzel. NAYS: None. ABSENT: Trustees Gaertner and Mallozzi.

VI. NEW BUSINESS:

PER CAPITA GRANT REQUIREMENTS

Director Jarzemsky stated that due to the budget crisis at the State of Illinois, the 2010/2011 Library budget does not include per capita grant dollars. The library does plan to apply and he discussed what needs to be included in the application and the process. The Board needs to address certain requirements. The first item is the review of the Library's bylaws. The bylaws are always available to the Board. The Director has reviewed them and they are in compliance and in order according to the guidelines established by the State. A personnel policy is in place and a checklist of items was reviewed. The library is in compliance in meeting Chapter 3 "Personnel" of Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition. The Board reviewed the programming and collection managements practices chapters of Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition. The library uses census data to gather which programs patrons would be interested in as well as material purchases. The per capita grant application will

be submitted to the State in September.

VI. NEW BUSINESS: (Continued)

RBP STATISTICS

Director Jarzemsky stated that the reciprocal borrowing program six-month totals for 2010 are contained in the chart provided to the Board in their packet. The chart shows the number of materials checked out by non residents who are a part of the DuPage Library System. It was noted that 22,599 materials were checked out of the Bloomingdale library during those six months and of those 8,556 were checked out by residents of Glendale Heights. The Library has a large number of visitors.

125 CAFETERIA PLAN – DENTAL/VISION INSURANCE

Director Jarzemsky discussed the new group dental/vision insurance program and the ability of staff to have an affordable plan that offers pre-tax deduction. In order to offer the pre-tax deduction, the Board needs to approve a 125 cafeteria plan. The Library's attorney has reviewed the proposed resolution and plan.

Trustee Rothbaum presented Resolution No. 2010/2011-5, Adopting Resolution.

Trustee Clark moved and Trustee Strutzel seconded the motion that said resolution as presented be adopted.

After a full discussion thereof, President Rothbaum directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called the following Trustees voted AYES: Trustees Clark, Strutzel, Szramiak, Rothbaum and Paprocki. NAYS: None. ABSENT: Trustees Gaertner and Mallozzi.

Whereupon President Rothbaum declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, Du Page County, Illinois, which was done.

VII. PUBLIC DISCUSSION:

IX. ANNOUNCEMENTS

Director Jarzemsky informed the Board that Village Administrator Daniel Wennerholm announced his retirement effective November 5, 2010. The Board thanked him for working with the library over the years and wished him well.

X. ADJOURNMENT:

Trustee Szramiak moved and Trustee Rothbaum seconded the motion to adjourn the August 11, 2010 Library Board meeting at 8:48 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones