

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
FEBRUARY 9, 2011**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kim Paprocki, Bonni Rothbaum, David Strutzel, and Linda Szramiak. Absent: Kelly Mallozzi. Also Present: Director Tim Jarzemsky, Computer Services Department Head, Sean Luster and Village Trustee James King.

**II. APPROVAL OF MINUTES**

The minutes of the January Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, that the minutes of the January 12, 2011 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. It was noted that an additional \$2,500.00 should be added to the bills. A question was raised concerning the date of the invoices for Morningstar, Inc. Director Jarzemsky will investigate. Trustee Strutzel moved, and Trustee Szramiak seconded the **motion**, that the Board approve the payment of bills for the month of February 2011 in the amount of \$52,618.91 and the transfer of approximately \$191,800.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Clark, Gaertner, Paprocki and Rothbaum. NAYS: None. ABSENT: Trustee Mallozzi.

At this point in the agenda, Director Jarzemsky requested that the Computer Services Report under New Business be discussed. The Board agreed to his request.

**VI. NEW BUSINESS:**

**COMPUTER SERVICES REPORT**

Director Jarzemsky stated that this would be the first department presentation. He introduced Computer Services Department Head Sean Luster. Mr. Luster distributed a packet with information concerning the Computer Services Department. He discussed what the department is doing and what is planned for the next fiscal year. He reviewed the report and gave a synopsis on each member of his staff, which consists of his Assistant Chris Wipper, Vince Gattone, Brian Ormond and himself. He provided a description of each of his employee's responsibilities and their work assignments. The priority of the department is helping patrons and staff. There are a total of 89 computers located within the library. They are responsible for maintaining the computers and website design. They help other departments with the generation of reports and statistics. He discussed the 2010 and 2011 projects. Windows 7 installation should be completed in a few weeks. Anti-virus software changes were discussed along with a new filtering system. He is working to standardize the computers so that they are better able to work together. In the future, he is hoping to make structural changes to the Library's website, extranet improvements, wireless network reforms, anti-virus management centralization and staff profile changes. The Board thanked Mr. Luster for his report.

## IV. REPORTS

### LIBRARIAN

Director Jarzemsky reported on the programs that took place in January. He stated that the Heartsaver CPR program was well attended. The Downloadable Books at Your Library on My Media Mall also had a good turn out. This program will be offered again. Employee Tina Garcianetti resigned and her last day was January 14<sup>th</sup>. Circulation continues to be up over 4% compared to last year. The ACT Test Strategy was well attended with twenty-eight students. The Museum Adventure Pass program circulation shows a lower participation believed to be due to the winter weather.

### MONTHLY STATISTICS

The Board reviewed the statistics for the month of January. Circulation continues to be up with 30,471 total items being circulated. The report shows that eBooks circulation of 97 is double the amount compared to last year. The eAudiobooks are also doing very well. Cardholder figures are down due to purging within the system taking place. E-Pay statistics were included in the report with fines of \$353.06 collected. Database usage stats were available in the report.

### STANDING COMMITTEES

**PERSONNEL** – Merit/Raises for 2011/12. Director Jarzemsky stated that he met with the Personnel Subcommittee of Trustees Rothbaum and Szramiak to present the proposed 11/12 salary structure and maximum raises for 2011/2012. The goal is to keep up with inflation and this is the first step in the preparation of the budget. Director Jarzemsky distributed a packet of information. He explained what the national trends show as far as the inflation rate and CPI averages. Director Jarzemsky was looking for direction from the Board on what they feel should be the maximum merit increase. The library staff received a 2.5% maximum merit increase last year that did not keep pace with inflation. The Village staff had no increase in salaries last year. Discussion took place concerning the rate of inflation and the projections. A table was given that showed the impact of various percentage increases as it relates to the budget. Some non-critical items in the budget could be reduced in order to make up the difference of any merit adjustments. The raises would not take effect until May. It was noted that the Library has been very busy and staff is doing a very good job. The library is in a healthy financial shape. Based on the discussion, the Board was in consensus that the maximum merit raise for 2011/2012 should be 2.5%. Trustee Rothbaum moved and Trustee Clark seconded the **motion** to approve a maximum merit raise of 2.5% for fiscal year 2011/2012. The motion carried by roll call vote: AYES: Trustees Rothbaum, Clark, Paprocki, Gaertner, Strutzel and Szramiak. NAYS: None. ABSENT: Trustee Mallozzi.

**POLICY** – Public Sector Employers: Identity Protection – Effective June 1, 2011, Illinois public sector employers are required to have an identity protection policy. The Library's proposed policy will be brought before the Board next month. The policy will need to be approved in order for the Library to be in compliance with the law.

## IV. REPORTS (Continued)

## **STANDING COMMITTEES**

**FINANCE** – No report.

**BUILDING AND GROUNDS** - The Board and Director commented on the how well Village crews have kept the Library grounds free of snow and thanked them for their dedication and hard work.

## **LIAISON REPORTS**

**LINC** - No meeting was held due to the weather. A meeting is scheduled for next month.

**VILLAGE** - Village Trustee King was present and asked if there were any problems with the Village's snow removal during the recent snow storm. The Board was in agreement that Village staff performed excellently and they praised them for their work. Compared to other communities the Board members traveled through, they felt very fortunate to be living in Bloomingdale.

**FRIENDS OF THE LIBRARY** – The Friends met on January 19th. The Friends are planning a two-day book sale scheduled for March 12 and 13. Discussion took place at the meeting concerning the possibility of a special event to raise funds.

**BIG** - The Library hosted the BIG meeting on January 27, 2011. Valuable information was shared within the group. Village Administrator Martin Bourke attended and gave an update on new businesses coming to town. The Fire Department asked that residents clear the area of snow in front of fire hydrants.

## **V. UNFINISHED BUSINESS:**

### **ELEVATOR MODERNIZATION PROJECT**

The bid documents are available on the Library's website. A public bid opening is scheduled for February 27<sup>th</sup>. Currently, fifteen companies have responded and taken out bids. After the bids are opened, the elevator consultant will review the bids for compliance with the specifications and the lowest qualified bidder will be determined. The award of the contract should take place at the March meeting. Construction would start in August.

## **VI. NEW BUSINESS:**

### **PER-CAPITA GRANT**

Director Jarzemsky reported that the State has not made any funds available. Last year, the library qualified for \$27,000 but received \$23,000 in grant funds. In order to comply with the Per-Capita Grant requirements, an annual report will be prepared and a review of the requirements will take place. The Library wishes to stay in compliance

## **VI. NEW BUSINESS:**

### **PUBLIC SECTOR IDENTITY PROTECTION POLICY**

This item was discussed under IV. Reports – Standing Committee Reports – Policy.

**ESTIMATED 2009 INVESTMENT RETURN FOR IMRF**

Director Jarzemsky stated that the Library shares the investment return with the Village. IMRF is calendar based and is a picture of financial health. Based on market returns, estimates will remain unchanged. January 1<sup>st</sup> is the start of the benefit year. IMRF investment portfolio is doing well.

**COMPUTER SERVICES REPORT**

This item was moved up in the agenda and the report was given following approval of the Treasurer's Report.

**SET MAXIMUM RAISE FOR FY 2011/2012**

This item was discussed under IV. Reports - Standing Committee Reports – Personnel.

**DAILY HERALD “E-BOOK” ARTICLE**

The Daily Herald Newspaper E-Book article shows a very interesting trend. This technology was discussed at the annual planning meeting by the Board.

**VII. PUBLIC DISCUSSION:**

**VIII. ANNOUNCEMENTS:**

Next Board Meeting: Wednesday, March 9, 2011  
Friends of the Library Book Sale: March 12 and 13, 2011

**IX. ADJOURNMENT:**

Trustee Szramiak moved and Trustee Strutzel seconded the motion to adjourn the February 9, 2011 Library Board meeting at 8:32 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

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Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Minutes recorded by Irene M. Jones