

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JANUARY 11, 2012**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Jackie McGrath, Bonni Rothbaum, Linda Szramiak and David Strutzel. Absent: None. Also Present: Director Tim Jarzemsky, Computer Services Department Head Sean Luster and Village Trustee Jim King.

II. APPROVAL OF MINUTES

The minutes of the December Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, that the minutes of the December 14, 2011 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

At this point, Director Jarzemsky asked that an agenda item be moved. He asked that the Library Smartphone Applications Demonstration/Marketing Plan under New Business be moved following approval of the Treasurer's Report. The Board agreed to his request.

III. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Strutzel moved, and Trustee Szramiak seconded the **motion**, that the Board approves the payment of bills for the month of January, 2012 in the amount of \$46,782.66 and the transfer of approximately \$190,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Gaertner, Clark, Mallozzi, McGrath, and Rothbaum. NAYS: None. ABSENT: None.

VI. NEW BUSINESS:

LIBRARY SMARTPHONE APPLICATIONS DEMONSTRATION/MARKETING PLAN

Director Jarzemsky introduced Mr. Sean Luster, computer services department head. The Library's upcoming marketing campaign will focus on the use of smart phones and library mobile apps. A library trivia contest in the months of January and February can be found on the Library's Facebook page. Text services, including Shout bomb, a texting service that notifies patrons of their holds, and Text-a-Librarian will be big focus of the campaign. Mr. Luster discussed current solutions and new solutions that will be available using mobile apps and demonstrated how patrons can access library services through the use of their smart phones at any time. He also discussed the AccessMyLibrary application that allows a patron to have the ability to locate a public library within a ten (10) mile radius. All the applications discussed are free. The marketing campaign will take place for the next four (4) months. The Board thanked Mr. Luster for his informative presentation.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reviewed the Librarian's report. He reported on the holiday event Breakfast and Brunch with Santa and mentioned that both programs were sold out. He talked about the various movie nights that the Library hosted during December. He discussed the Exam Cram that occurred on December 12-14 for teens from Lake Park High School. This was a great success with a total of 146 students attending. He thanked both Costco and Pronto's Pizza for their generous donation of food for the event. He stated that the Library hired Heidi Knuth as the new Youth Services Librarian. Her first day was December 4. He discussed how the department is taking storytime out into the community. He noted that in December circulation was up 3.5% over last year. The Board reviewed the various statistics and programs contained in his report. Director Jarzemsky noted that Teen Game Night had seventeen (17) teens attending. He thanked Police Officer Dawn Odoi for her attendance at the event. He noted that the Police Department has been very supportive of the Library. Trustee McGrath stated that the Library has a very dedicated staff and informed the Board on what she observed on Christmas Day. Director Jarzemsky explained that the employees voluntarily come to the library to empty the drop off return boxes over the holidays so that they do not become too full.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of December. Circulation was up over last year. eBooks are up considerably over last year. The statistics accurately reflect the number of card holders because the staff has purged the records to reflect current patrons. Discussion took place concerning the numbers of checkouts allowed on ebooks established by publishers. Director Jarzemsky stated that he is aware of only one publisher who has restricted the number of check outs.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS - Exterior Doors – Director Jarzemsky reported that the doors are installed and no problems have been experienced since the installation. The floor and carpeting in front of the doors will be replaced in the next couple of months.

IV. REPORTS (Continued)

LIAISON REPORTS

LINC – No report.

VILLAGE - Trustee King reported on the recent approval of the refuse and recycling contract. He informed the Board on the new refuse collection and recycling program. New refuse and recycling carts will be delivered to residents. He stated that residents would be allowed during the initial 90 to 120 day period to determine the size cart they would like to have. The residents will not be charged for the carts unless they wish to order additional carts. He explained the change to the senior discount, which will be reduced from 50% to 20%. Discussion took place concerning electronic recycling. It was noted that the DuPage County website has a list of places where electronics can be dropped off to be recycled. Discussion took place concerning the locations of the drop boxes for used prescriptions and old flags. Trustee King informed the Board on the Village's plans for a consolidated dispatch center with Addison and Bensenville. He stressed that the reason for the investigation into a joint dispatch center is not because Village staff is not doing a good job and explained the benefits of going to a consolidated dispatch. He stated that the Police Department would continue to remain open twenty-four hours. He responded to inquiries by the Board concerning 911 services. He noted that the Fire District is an independent taxing body. Director Jarzemsky questioned how fire calls would be routed and asked that the Library be kept informed on the changes.

FRIENDS OF THE LIBRARY – Director Jarzemsky stated that the Friends were meeting tonight to discuss the plans for the spring book sale that is scheduled for March and the election of new officers.

BIG - Director Jarzemsky reported that the next BIG meeting is scheduled for Thursday, January 19 at 12:00 p.m. to be hosted by Bloomingdale School District 13 at their district office. Trustees Rothbaum and Szramiak along with Director Jarzemsky plan to attend.

V. UNFINISHED BUSINESS:

BOARD OPEN MEETING TRAINING

Director Jarzemsky reported that State law now requires all elected officials to take and pass the Open Meetings Act test. The training and test is offered by the Illinois Attorney General online. Officials need to take and pass the test by December 31, 2012. He stated that the Trustees are free to take the test on their own but he has made arrangements to have the computer lab reserved for those interested in taking the test at the Library on three different dates between the hours of 3-5 p.m. He will be available to help any of the Trustees if so desired. The Business Office will need a copy of the certificate that the Board member receive upon successful completion of the test. The training and test take approximately one and half hours. The test is not timed and there is no printed version of the test available. Staff would be available to print out the certificate of completion. Director Jarzemsky stated that Village officials can also use the computer lab on the dates set aside if they so wish. He has arranged for twelve (12) computers to be available. Those interested should let him know.

VI. NEW BUSINESS:

CO-SPONSORED EVENTS

Director Jarzemsky stated that Attachment G in the Library Board packet is a copy of a request to the Village for the continued support and cooperation on event co-sponsorship. He stated that he is asking the Village for \$5,500 in contributions for the co-sponsorship of the summer concert series, the Ice Cream Social event, the Halloween Party and the Holiday Open House. A chart is included with the letter that reflects the number of participants at each event last year. Trustee Clark moved, and Trustee McGrath seconded the **motion**, that the Board approves the letter dated January 11, 2012 to the Village Requesting Co-Sponsorship of Events as presented. The motion carried by roll call vote: AYES: Trustees Clark, McGrath, Rothbaum, Gaertner, Strutzel, Mallozzi, and Szramiak. NAYS: None. ABSENT: None.

LIBRARY SMARTPHONE APPLICATIONS DEMONSTRATION/MARKETING PLAN

This item was discussed following the approval of the Treasurer's Report.

STATEMENT OF ECONOMIC INTEREST

Director Jarzemsky reminded the Board that they will be receiving a Statement of Economic Interest from DuPage County that needs to be completed and returned to them by May 1, 2012.

LETTER OF SUPPORT FOR DISTRICT 20

Director Jarzemsky reported that School District 20 has asked the Library for a letter of support for their Early Childhood Construction Project proposal. He stated that twenty percent (20%) of the districts enrollment comes from Bloomingdale. There is no commitment from the Library. This is verbal support only. He stated that the Library has worked with the District within two (2) of their schools.

DONATION

Director Jarzemsky was pleased to report that the Library received a donation of \$250.00 from Mr. and Mrs. Magnani of Hanover Park. The Magnani's have asked that the library use the funds to purchase audio books (children, young adults and adult fiction). The library will use the donation towards the purchase of these materials. A letter of thanks was sent to the family on behalf of the Library Board and staff.

MEETING ROOM VIOLATIONS

Director Jarzemsky discussed the reasons for letters that were sent concerning violations of the meeting room policy of the Library. He stated that the meeting room policy has been posted in each of the meeting rooms. Discussion took place concerning the violations and

what is proposed to happen if further problems arise.

VII. PUBLIC DISCUSSION:

No public was present.

VIII. ANNOUNCEMENTS:

The Annual Planning meeting is scheduled for Saturday, January 28, 2012 at 9:00 a.m. Trustee Strutzel will not be able to attend due to an out-of-town commitment.

IX. EXECUTIVE SESSION:

At 8:40 p.m. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried by roll call vote. AYES: Trustees Szramiak, Gaertner, Clark, Rothbaum, Strutzel, Mallozzi and McGrath. NAYS: None. ABSENT: None.

The Closed Session was concluded at 8:50 p.m. at which time the regular meeting of the Board reconvened.

X. APPROVAL OF MINUTES OF EXECUTIVE SESSIONS:

Trustee Szramiak moved and Trustee Gaertner seconded the **motion** that the minutes of the Executive Session of April 14, 2010 be approved and released. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Clark, Rothbaum, Strutzel, Mallozzi and McGrath. NAYS: None. ABSENT: None.

XI. DESTRUCTION OF VERBATIM RECORDS:

Trustee Rothbaum moved and Trustee Mallozzi seconded the **motion** that the verbatim records of the Executive Session of April 14, 2010 be destroyed. The motion carried by roll call vote: AYES: Trustees Rothbaum, Mallozzi, Gaertner, Clark, Szramiak, Strutzel, and McGrath. NAYS: None. ABSENT: None.

XII. ADJOURNMENT:

Trustee Szramiak moved and Trustee Gaertner seconded the motion to adjourn the January 12, 2011 Library Board meeting at 8:54 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones