

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JANUARY 9, 2013**

ATTACHMENT A
2/13/2013

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, Bonni Rothbaum, Linda Szramiak and David Strutzel. Absent: Kelly Mallozzi. Also Present: Director Tim Jarzemsky 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 12, 2012 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 Szramiak seconded the **motion**, that the Board approves the payment of bills for the month of January, 2013 in the amount of \$47,729.52 and the transfer of approximately \$199,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Gaertner, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Mallozzi.

IV. REPORTS:

LIBRARIAN

Director Jarzemsky reviewed his Librarian report. He reported on the holiday event Breakfast and Brunch with Santa and noted that the event was sold out early. He reviewed the Charles Dickens' *A Christmas Carol* program and talked about the movie night that the Library hosted during December. He stated that Brian Ormond's last day was Wednesday, December 19, 2012 and more information about his replacement will be in the February report. Circulation was down slightly over the previous December. The Board reviewed the various statistics and programs contained in his report. He discussed the eReader Drop In Clinic and the great job that staff is doing in helping the patrons learn about the library's downloadable book service, MyMediaMall. He discussed the Exam Cram that occurred on December 17-19 for high school teens. It was a great success and had a total of 120 students attending over the three days. Trustee Szramiak discussed a program offered in Northbrook and the use of trained dogs to help students overcome test anxiety. Director Jarzemsky stated that over thirty (30) patrons attended the hugely popular Storytime, Milk and Cookies event at Panera Bread in Bloomingtondale.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of December. Circulation was down four percent (4%) compared to last year. The library holdings have increased. Cardholders are at a total of 17,025. Director Jarzemsky discussed how information on eReaders is being presented to patrons.

IV. REPORTS: (Continued)

STANDING COMMITTEES

PERSONNEL - The Personnel Committee will be meeting in early February. Director Jarzemsky will contact the members on a date. He pointed out that the new edition of the Illinois Library Laws and Rules is available and the books are located near the mail boxes for Board use. All department heads received a copy of the book as well.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS - Director Jarzemsky provided the Board with examples of possible signage for the upstairs quiet area. The signage will be used to let patrons know that this is a quiet zone. The stainless steel letters would be placed on the brick wall in that area. The Board agreed that the verbiage, "Think Tank – Quiet Zone," would be appropriate.

LIAISON REPORTS

LINC – No report.

VILLAGE - Trustee King reported on the candidates seeking office in the April 9, 2013 election.

He stated that residents should be aware that the firm, American Water Resources (AWR), has advised the Village that it intends to mail a letter to Bloomingdale residents and businesses, informing them of the availability of a "Water Line Protection Program." He explained that the water service line that runs underground on private property from the Village's shut-off valve box (commonly known as the b-box) to the interior of a home or business is the owner's responsibility to repair should there be a break, leak or other needed maintenance. AWR is essentially offering a pre-paid maintenance program. The Village does not list, partner with, or endorse this program, or any such pre-paid maintenance programs or insurance coverage offered by other companies.

The Septemberfest Commission is looking for a volunteer to act as their secretary. The Lion's Club will be having a spaghetti dinner on February 8, 2013. Discussion took place concerning Rosati's Pizza and their new location. Trustee King stated that Speedway has withdrawn their petition and Shell will be moving into their previous location at the corner of Circle Avenue and Lake Street. It was noted that the Mobile Gas Station at the corner of Lake Street and Bloomingdale Road is no longer in business. The League of Women Voters is asking the candidates in the April election to appear at a forum to be held possibly on March 31, 2013. Trustee King reported that Caputo's is expanding and wants to stay in Bloomingdale. Director Jarzemsky stated his thanks to the Building and Grounds and Street personnel for their help over the holidays. They did a great job.

Removal from the Roll: Trustee King leaves the meeting at 8:00 p.m.

FRIENDS OF THE LIBRARY – Director Jarzemsky stated that the Friends will be meeting to discuss the plans for the book sale that is scheduled for March and the election of new officers on Thursday, January 17, 2013 at 7:00 p.m.

BIG - Director Jarzemsky reported that the next BIG meeting is scheduled for Thursday, January 24, 2013 at Noon to be hosted by the Village of Bloomingdale. Trustees Rothbaum and Szramiak along with Director Jarzemsky plan to attend.

V. UNFINISHED BUSINESS:

ANNUAL PLANNING MEETING – TOP DATES

Director Jarzemsky reported that there are two dates that are available for the annual meeting, January 19 and February 2, 2013. The Board agreed that the annual planning meeting take place on January 19, 2013 starting at 9:00 a.m. Trustee Rothbaum moved, and Trustee Strutzel seconded the **motion**, that the annual planning meeting of the Library Board be held on January 19, 2013 at 9:00 a.m. The motion carried by roll call vote: AYES: Trustees Rothbaum, Strutzel, Szramiak, Gaertner and Clark. NAYS: None. ABSENT: Trustee Mallozzi.

STAFF PARKING CHANGES

Director Jarzemsky reported that negotiations took place with the Fire Protection District concerning the issues arising from their annual inspection. As a result, all fire doors will be closed. In regards to employees parking in the access road, staff will be able to park in the lower 2/3 section of the access road leading to the staff parking area. A map showing the location of staff parking was included in the Board packet. Signage will be installed showing the designated parking areas.

VI. NEW BUSINESS:

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, 2013.

INVESTMENT OF PUBLIC FUNDS REPORT FOR OCTOBER - DECEMBER

As required by State Statute, a monthly (Treasurer's Report) and a quarterly report are required to be provided to the Library Board. The quarterly report was presented to the Board. The quarterly report showed the investment portfolio's effectiveness in meeting the Library's needs for legality, safety, liquidity, rate of return and diversification. Director Jarzemsky reviewed the investment funds. He explained what the accounts are used for and how the Library meets the stated State policy guidelines.

VI. NEW BUSINESS: (Continued)

FDIC INSURANCE/COLLATERAL CHANGES IN 2013

Director Jarzemsky explained that coverage for all deposits of \$250,000 will be covered by the FDIC. He explained that the Library has a collateral agreement on all deposit accounts and they are all covered.

STATEWIDE LIBRARY CERTIFICATION

Director Jarzemsky was pleased to report that the Library has successfully completed and received their certification from the Illinois State Library. This is a new program.

BOARD VACANCY

Director Jarzemsky stated that the Library's attorney has provided advice to the Board concerning the Board vacancy following the retirement of Trustee McGrath that was effective January 1, 2013. The Board may appoint a replacement Trustee to serve until the April, 2013 election or the Board can leave the position vacant. Director Jarzemsky reported that Mr. Sam D'Amico, Friends of the Library President, has chosen to run and upon election, would fill the vacancy created by Trustee McGrath. The attorney also advised that there is no legal conflict of interest if Mr. D'Amico remained as President of the Friends of the Library and served as a Library Trustee. The Board agreed that they would not appoint a replacement Trustee but leave the position vacant since the election is three months away.

LIBRARY FEATURED IN TOWNSHIP NEWSLETTER

Director Jarzemsky reported that the Bloomingdale Township "Senior Connection" newsletter had an article concerning the special collection available at the Library to assist seniors. A copy of the article was included in the Board packet. He reviewed the assistive devices available and noted that they will be on display at the Library during January and February.

VII. PUBLIC DISCUSSION:

No public was present.

VIII. ANNOUNCEMENTS:

IX. EXECUTIVE SESSION:

An Executive Session was called 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.

At 8:17 p.m. Trustee Rothbaum moved, and Trustee Strutzel 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 Rothbaum, Strutzel, Szramiak, Clark, and Gaertner. NAYS: None. ABSENT: Trustee Mallozzi.

The Closed Session was concluded at 8:22 p.m. at which time the regular meeting of the Board reconvened.

X. APPROVAL OF MINUTES OF EXECUTIVE SESSIONS:

Trustee Szramiak moved and Trustee Strutzel seconded the **motion** that the minutes of the Executive Session of January 12, 2011 be approved and released. The motion carried by roll call vote. AYES: Trustees Szramiak, Strutzel, Rothbaum, Clark, and Gaertner. NAYS: None. ABSENT: Trustee Mallozzi.

XI. DESTRUCTION OF VERBATIM RECORDS:

Trustees Szramiak moved and Trustee Gaertner seconded the **motion** that the verbatim recording of the Executive Session of January 12, 2011 be destroyed. The motion carried by roll call vote. AYES: Trustees Szramiak, Gaertner, Rothbaum, Strutzel and Clark. NAYS: None. ABSENT: Trustee Mallozzi.

XII. ADJOURNMENT:

Trustee Szramiak moved and Trustee Clark seconded the motion to adjourn the January 9, 2013 Library Board meeting at 8:28 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones