

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
OCTOBER 8, 2014**

I. CALL TO ORDER

The meeting was called to order by Vice-President LeRoy Gaertner at 7:30 p.m.

II. ROLL CALL

Trustees present: Milton Clark, Sam D'Amico, LeRoy Gaertner, Benjamin Hoyle, Kelly Mallozzi, and David Strutzel. Absent: Trustee Bonni Rothbaum. Also Present: Director Tim Jarzemsky.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Director Jarzemsky asked that the Revised Circulation and Patron Use Policies under New Business be moved to Standing Committee Reports, Policy. Trustee Gaertner moved, and Trustee Hoyle seconded the **motion**, that the agenda be approved as amended. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the September Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Mallozzi seconded the **motion**, that the minutes of the September 10, 2014 Regular Library Board meeting be approved with the correction showing that Trustee Clark was absent. The motion carried by voice vote.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Strutzel moved, and Trustee Gaertner seconded the **motion**, that the Board approve the payment of bills for the month of October, 2014 in the amount of \$43,342.65 and the transfer of approximately \$260,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Hoyle, D'Amico, Clark and Mallozzi. NAYS: None. ABSENT: Trustee Rothbaum.

VII. REPORTS

LIBRARIAN

Director Jarzemsky stated that the Library along with the Village and Park District participated in Hunger Awareness Month. Food was donated during the month of September and the donations were given to the Northern Illinois Food Bank and the Bloomingdale Township pantry. He discussed some of the events that took place in the month of September. "A Play to Learn" program took place in partnership with the DuPage Children's Museum on September 4th. He explained what occurred at the event. The library hosted a "New English

Speaker Night” with representatives from Literacy DuPage, World Relief, College of DuPage, Tutors on Wheels, People’s Resource Center and the library available to answer questions about services to new English speakers or about volunteer opportunities. The library highlighted the Mango Languages system and the Froio Collection. He discussed the various statistics in the report and reviewed the department reports with the Board. Trustee Gaertner mentioned that he attended the Roselle library jazz musical program. Roselle along with Bloomingdale and Itasca libraries have put together a variety of programs based upon the “2014 On the Same Page” novel, *A Light Between Oceans* by M.L. Stedman. Trustee Gaertner mentioned that patrons who attend one of these programs at each of the three libraries are eligible for a drawing for an Outback Steakhouse dinner.

MONTHLY STATISTICS

Director Jarzemsky handed out a corrected circulation report. Circulation was up from last September, 2013. Staff continues to market programs and materials. The total number of cardholders is 16,663.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – Circulation/Patron Use Policies – Director Jarzemsky invited Head of Circulation/Technical Services, Christine Sporleder, in to discuss the proposed Circulation and Patron Use Policies. The Policy Committee met on September 23, 2014 and a copy of the meeting minutes was provided to the Board. Ms. Sporleder provided a review of the proposed changes as discussed with the Policy Committee. Copies of the policies along with the proposed changes and comments used for explanation or clarification were provided. It was noted that the policy changes are aimed at establishing a more patron friendly process. One of the suggested changes to the Circulation Policy was the waiving or removal of the processing fee for lost/damaged items. An additional change to the paying of fines and fees was discussed. In regards to the Patron Use of the Library Policy, the addition of the language referring to the library’s adherence to the Illinois Library Records Confidentiality Act was added. A discussion took place concerning the placing of items on hold and the registration of library patrons. Library cards would be valid for four years instead of three and patrons could replace a damaged, lost or stolen card for free once during a calendar year. It was suggested that renewals be automatic every four years and the process was explained. Photos will no longer appear on library cards. The Board expressed their approval of the changes to the policies. Director Jarzemsky stated that based upon the discussions, the policies will be brought back to the Board for adoption at the November meeting. It was suggested that all acronyms be explained in the documents. Ms. Sporleder left the meeting at 8:25 p.m.

FINANCE – Investment of Public Funds Report - As required by State Statute, a quarterly investment report is required to be provided to the Library Board. The quarterly report shows exactly where all the funds of the Library are invested. The report was reviewed by the Board. Director Jarzemsky noted that the report is provided every quarter and there have been no

changes from the previous quarterly reports.

BUILDING AND GROUNDS – New Self-Checks in October/Renovation Update – The new self check out machines are scheduled to arrive at the end of October. The machines will have a debit/credit card reader. Patrons can add value to a card to use for printing or copying payments. They can also pay fines at the machines. A renovation report will be given at the November meeting. The lower level women’s washroom has been remodeled including the replacement of the counter tops. The annual roof inspection has been completed. Work has begun on caulking the metal seams to prevent any future leaks.

LIAISON REPORTS

LINC – Director Jarzemsky stated that the LINC Board will be meeting this Friday at Bloomingdale and he explained what the Board would be discussing.

VILLAGE – Director Jarzemsky stated that Mayor Coladipietro has advised him that the Village Board is looking into establishing an East Lake Street TIF District. He discussed what a TIF District would mean to the taxing bodies. Stratford Square is proposing to make some substantial changes and he explained what they are proposing.

FRIENDS OF THE LIBRARY – The Friends book sale was very successful. The event raised over \$2,000. The next Friends event will be the Halloween Party.

BIG – The next meeting of BIG is scheduled for October 23, 2014 to be hosted by School District 13 at Erickson School. Director Jarzemsky and Trustee Hoyle plan to attend.

VIII. UNFINISHED BUSINESS

ILLINOIS LIBRARY ASSOCIATION CONFERENCE

Director Jarzemsky stated that the Conference will be held on October 14-16 in Springfield. He will be making a presentation on the Freedom of Information Act. Staff will be attending and they will report back to the Board on what they learned from the Conference. Board members were invited to attend on Trustee Day with monies available in the budget for their attendance.

IX. NEW BUSINESS

INVESTMENT OF PUBLIC FUNDS REPORT FOR JULY - SEPTEMBER

Discussion of the Investment of Public Funds Report for July – September took place under Standing Committee Reports – Finance.

REVISED CIRCULATION AND PATRON USE POLICIES

The agenda item was moved to Standing Committee Reports – Finance.

TAX CONSORTIUM RESOLUTION

Director Jarzemsky explained that the Library is a member of the Lake Park Tax Consortium and provided reasons for the Library's participation. He explained that the consortium has hired a new attorney to represent them. He discussed who the members were and how costs are pooled between the groups.

ADDITION TO THE ROLL: Trustee Rothbaum enters the meeting at 8:30 p.m.

President Rothbaum presented Resolution No. 2014/2015-3 entitled Resolution Authorizing Intervention in Property Tax Assessment Appeals.

Trustee Mallozzi moved and Trustee D'Amico 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 AYE: Trustees Mallozzi, D'Amico, Clark, Hoyle, Gaertner, Struzel and Rothbaum. The following Trustees voted NAY: None. Absent: None.

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.

CHANGE TO FIVE HOUR COMPUTER LAB RULE

Director Jarzemsky explained the current procedure in regards to the use of the computer lab and explained the reason for eliminating the five hour time restriction.

JUNE 2015 LIBRARY 40TH ANNIVERSARY

Director Jarzemsky stated that the library opened in June of 1975. He asked that the Board consider ideas for ways to celebrate the anniversary and that he plans to include dollars in the budget for the event.

NEW LIBRARY CARD DESIGN

Director Jarzemsky stated that with the proposed changes to the Circulation Policy and the elimination of a photo on the library card, the card will need a new design. Ms. Sporleder made up two proposed designs for a new library card. The back of the card will contain the library's statement of responsibility, the patron barcode/library card number and a signature line. State law requires certain information be placed on the card. Staff and Board cards will remain the same. Picture identification cards will still be issued for the Village, Fire District,

staff members and the Board. The Board discussed the proposed designs.

Based upon the discussions , the following motions was made by Trustee Mallozzi, seconded by Trustee Hoyle, that Option A as presented be used as the non-photo library card design. The motion carried by voice vote.

APRIL 7, 2015 CONSOLIDATED ELECTION MONTH

Director Jarzemsky discussed the deadline and filing requirements for the upcoming April 7, 2015 consolidated election. He discussed who is up for election to the Library Board.

LEGAL CHANGES

Director Jarzemsky stated that within 90 days of the effective date of January, 2015, the Library's website will need to post an email address for members of the public to electronically communicate with the Library's elected officials according to recent legislative action. Staff will work on a way to best accomplish compliance.

On another legal matter, the Attorney General has issued a binding opinion that governmental entities may not require individuals to be obligated to state their home address prior to addressing the officials at a public meeting.

X. ANNOUNCEMENTS

The Library Halloween Party is Saturday, October 25, 2014. The Village Police Department, the Fire Protection District and Park District will be participating in the event.

XI. ADJOURNMENT:

Trustee Hoyle moved, and Trustee Clark seconded the **motion**, to adjourn the October 8, 2014 Library Board meeting at 9:03 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones