

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

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:33 p.m. Trustees present: Milton Clark, Sam D'Amico, Kelly Mallozzi, Bonni Rothbaum, and David Strutzel. Absent: LeRoy Gaertner. Also Present: Director Tim Jarzemsky, Head of Computer Services, Sean Luster and Village Trustee Jim King.

Director Jarzemsky requested a change to the agenda. He asked that the report to the Board by Head of Computer Services, Sean Luster, be added to the agenda under New Business and that his report be presented following the approval of the Treasurer's Report. The Board agreed to his request.

II. APPROVAL OF MINUTES

The minutes of the December Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Clark seconded the **motion**, that the minutes of the December 11, 2013 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 Mallozzi seconded the **motion**, that the Board approve the payment of bills for the month of January, 2014 in the amount of \$32,871.95 and the transfer of approximately \$189,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Mallozzi, D'Amico, Clark, and Rothbaum. NAYS: None. ABSENT: Trustee Gaertner.

VI. NEW BUSINESS:

REPORT ON COMPUTER SERVICES DEPARTMENT

Director Jarzemsky introduced Sean Luster, Head of Computer Services. Mr. Luster stated that he would be highlighting what is happening in his department and provided a handout to the Board. He provided background on the three employees in his department – Chris Wipper, Vince Gattone and Cheryl Lindahl. He discussed the projects that took place in 2013 which were the VoIP/Network Restructuring, Website Redesign and the Digital Sign Management. He reviewed the work that took place to restructure the network which included running 4,500 feet of cable and color coding and sorting 144 plugs. He further described the ongoing projects which includes the server virtualization project, mobile digital media lab and the conference room projector. He discussed the reasons for the need to update the server. Director Jarzemsky pointed out that computer services staff provided training to the Village staff on the newest version of Office. Mr. Luster discussed the upgrade to the phone system and the work involved in making the transition. The Board thanked Mr. Luster for his presentation.

Removal from the Roll: Mr. Luster leaves the meeting at 7:40 p.m.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reviewed his Librarian report. He reported on the Holiday Open House event. Mr. and Mrs. Santa arrived on December 4th to greet approximately 500 to 600 patrons. He provided information on the entertainment that took place that evening. The Breakfast and Brunch with Santa was held on December 14th at the Bloomingdale Golf Club and included a DJ who had everyone up and dancing. Both of these events were sold out. He stated that Mr. Bill Helmuth presented a travel program on Christmas in the Holy Land on December 7th. He discussed the resignation of Kandice Krettler who resigned as Head of Circulation/Technical Services. Applications for her position are now being accepted and Director Jarzemsky plans to hold interviews at the end of the month. The Library also accepted the resignation of Gloria Elder who is retiring at the end of the month. She provided services to seniors and home bound and nursing home patrons for the past seven years. The library will be looking at applicants to replace her. Ms. Krettler and Ms. Elder will be missed. Circulation was down primarily due to the snow events. A discussion took place concerning the Adult Movie Night at the Library which has not had a positive response from patrons. In Youth Services, the movie programs, MoviePlex and Drop-In Movie have received a very favorable response with 64 patrons attending MoviePlex and 46 attending Drop-In Movie. The movie night for adults will be evaluated further. Director Jarzemsky discussed the other programs that were held during the month.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of December. The circulation report shows a decrease in circulation of 10.5% as compared to last year. Director Jarzemsky reviewed the statistical summaries by categories. Weather may have played a role in the decrease. Trustee D'Amico asked if Director Jarzemsky could investigate to see if this is a trend that other libraries are also seeing. Director Jarzemsky stated that he will be meeting with staff to look at the drops in the statistics. He stated that DVD circulation is down considerably from last year. Patrons can now take out ten (10) DVD's at one time. This may be due to technology changes in viewing movies. Discussion took place on extending the circulation time for TV series to three (3) weeks. Staff will look at ways to market and improve circulation figures. It was suggested that possibly books that have been made into movies might be interesting to book groups. Trustee D'Amico suggested that Ms. Courtney Cosgriff, the Library's new Marketing/PR Coordinator, walk around the library and poll patrons on what they would like to see at the library. This would be an informal personal poll.

IV. REPORTS (Continued)

STANDING COMMITTEES

PERSONNEL - Plan for 2014/15 Salaries. The Personnel Committee plans to meet to discuss the plan for the 2014/15 salaries. The Committee will make a recommendation at the February or March Board meeting.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky informed the Board of the emergency repairs that were made to the outside hose connection due to the extreme cold. Staff found that water was coming into the lower level washrooms during the closing of library inspection. Staff was able to turn off the main shut off valve before any considerable damage took place. Director Jarzemsky explained what repairs were made to fix the problem.

LIAISON REPORTS

LINC – The 2014/15 LINC budget approval is to be discussed under New Business.

VILLAGE - Village Trustee King presented information on recent developments occurring within the community. He noted that the cell phone ban is now in effect which prohibits the use of cell phones while driving. A discussion took place concerning the cost of fines for non-compliance. He stated that a water rate increase will be taking place. An average increase of \$8.40 is anticipated per billing cycle. Hobby Lobby will be moving into the former Sports Authority location. Best Buy is planning to revamp their store. King informed the Board that the Plan Commission did not recommend approval of the Marklund Home expansion plans for a new school. A developer for a gun range is scheduled to appear before the Plan Commission. Round One approval of their proposed entertainment complex at Stratford Square Mall is scheduled to appear before the Village Board on January 13th. Trustee King responded to questions on how often the Village Board meets and the process of approval of zoning matters.

Removal from the Roll: Village Trustee King leaves the meeting at 8:21 p.m.

FRIENDS OF THE LIBRARY – The next meeting of the Friends will be on January 15, 2014 at 7:00 p.m. The Friends will be planning the Spring Book Sale.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, January 23, 2014 to be hosted by the Library. Trustees Strutzel and Mallozzi are interested in attending. Director Jarzemsky stated that any other Trustees interested in attending should contact him.

V. UNFINISHED BUSINESS:

**REVISED - RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS –
FY 2014/2015**

Director Jarzemsky explained the reason for the need to adopt a revised Resolution Setting Forth the Financial Requirements of the Bloomingdale Public Library. The total corporate expenditures are \$2,669,918.00.

Trustee Rothbaum presented Resolution No. 2013/2014-1 entitled Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year Beginning May 1, 2013, and Ending April 30, 2014.

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

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.

TRUSTEE VACANCY

Director Jarzemsky stated that there is still a need for individuals to apply for the vacant Trustee position. Packets are available for pick-up. It was suggested that information on the vacancy be placed on the Library's Facebook page.

VI. NEW BUSINESS:

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. Mr. 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)

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, 2014.

LINC 2014/15 BUDGET APPROVAL

Director Jarzemsky discussed the workings of LINC and the role of the nine libraries and directors. He reviewed the proposed LINC budget and reported that the fees charged to the library will not be increasing. Each of the nine libraries will need to approve the budget before it can go forward. He responded to questions concerning IMET versus the Illinois Fund as shown in the LINC budget. This year's proposed LINC budget is \$631,432.00. Based upon the discussion and review of the proposed LINC budget, Trustee Strutzel moved, and Trustee D'Amico seconded the **motion**, to accept the proposed 2014/2015 LINC budget as presented. The motion carried by roll call vote. AYES: Trustees Strutzel, D'Amico, Rothbaum, Clark, and Mallozzi. NAYS: None. ABSENT: Trustee Gaertner.

KARA FOUNDATION DONATION

A donation in the amount of \$1,000.00 was received from the Kara Foundation. Director Jarzemsky stated that he has sent a thank you letter to them. He explained the process that will be used to determine how the funds would be used. He will report back to the Kara Foundation on how the donation was spent. The Board appreciates the Kara Foundation's support.

STATEWIDE LIBRARY CERTIFICATION

Director Jarzemsky was pleased to report that the Library has successfully completed and submitted their certification thus fulfilling the regulatory obligation to the Illinois State Library.

HOOPLA DIGITAL STREAMING PRODUCT

Director Jarzemsky stated that the circulation statistics show that the library is losing patrons to music/video digital streaming. Midwest Tape has provided the library with a digital platform exclusively available to public libraries. Director Jarzemsky explained how the program operates and provided the Board with a packet of information on the proposed product. Hoopla is a delivery system that allows patrons to borrow movies, TV shows, music and audio books. It is designed to be used on I-Pads, I-Phones, computers and tablets. He explained the ways to download Hoopla. He described the collections and materials that are available to be downloaded. More than one patron can check out the same material. It provides unlimited access. The library would pay the fee but it would go towards the content. The library pays for what the patrons borrow or a pay-per-circ model. Monthly reports would be generated as far

as the usage. Discussion took place concerning the costs and the different platforms. The library would continue to purchase compact discs. Technical support is available. The initial investment proposed would be \$6,000 in the upcoming budget. There are no processing costs or subscription fee and the service can be cancelled at any time. The patron has options to download a movie or stream it. Staff would need to be trained prior to introduction to the patrons. The Board was in agreement that the purchase of the product be included in the budget.

LOWER LEVEL MEN'S WASHROOM RENOVATION

Director Jarzemsky stated that the lower level men's washroom renovation is under the bidding threshold and a proposal from Driessen Construction Company was received. Director Jarzemsky explained what is proposed to be completed in the renovation. This item was approved in the budget. Next year's budget will include dollars for the renovation of the downstairs women's washroom. \$750 was added to the based bid for solid surface countertops with integral sinks. Trustee D'Amico moved, and Trustee Clark seconded the **motion**, to accept the proposal as discussed from Driessen Construction Company of St. Charles, IL for the renovation of the downstairs men's washroom. The motion carried by roll call vote. AYES: Trustees D'Amico, Clark, Rothbaum, Strutzel, and Mallozzi. NAYS: None. ABSENT: Trustee Gaertner.

VII. PUBLIC DISCUSSION: No public was present.

VIII. ANNOUNCEMENTS:

The Library's Annual Planning Meeting will take place on Saturday, February 15, 2014 at 9:00 a.m.

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 8:55 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, D'Amico, Clark, and Mallozzi. NAYS: None. ABSENT: Trustee Gaertner.

The Closed Session was concluded at 9:00 p.m. at which time the regular meeting of the Board reconvened.

X. APPROVAL OF MINUTES OF EXECUTIVE SESSIONS

Trustee Rothbaum moved and Trustee Strutzel seconded the **motion** that the minutes of the Executive Sessions of January 11, 2012 and May 9, 2012 be approved and released. The motion carried by roll call vote. AYES: Trustees Rothbaum, Strutzel, D’Amico, Clark, and Mallozzi. NAYS: None. ABSENT: Trustee Gaertner.

XI. DESTRUCTION OF VERBATIM RECORDS

Trustees Strutzel moved and Trustee D’Amico seconded the **motion** that the verbatim recording of the Executive Sessions of January 11, 2012 and May 9, 2012 be destroyed. The motion carried by roll call vote. AYES: Trustees Strutzel, D’Amico, Rothbaum, Mallozzi and Clark. NAYS: None. ABSENT: Trustee Gaertner.

IX. ADJOURNMENT:

Trustee D’Amico moved and Trustee Clark seconded the **motion** to adjourn the January 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