

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MARCH 11, 2015**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:35 p.m.

II. ROLL CALL

Upon a roll call, the following Trustees present: Milton Clark, Sam D'Amico, Benjamin Hoyle, Kelly Mallozzi, Bonni Rothbaum, and David Strutzel. Absent: LeRoy Gaertner. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Director Jarzemsky stated that the "Trustee Resignation" agenda item under New Business is an action item. Trustee Rothbaum moved, and Trustee Mallozzi seconded the **motion**, that the agenda be approved as corrected. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the February Board Meeting were reviewed. It was noted that Trustee Hoyle was not included in the roll call as present for the February meeting. Trustee D'Amico moved, and Trustee Mallozzi seconded the **motion**, that the minutes of the February 11, 2015 Regular Library Board meeting be approved as corrected. The motion carried by voice vote.

VI. 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 March, 2015 in the amount of \$85,794.79 and the transfer of approximately \$245,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Mallozzi, Hoyle, Clark, D'Amico and Rothbaum. NAYS: None. ABSENT: Trustees Gaertner.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on the events that took place at the library in February. The program on the 100 year old Eastland Disaster, was attended by forty-five (45) patrons. Interestingly, a few days after the Library's program, archived video footage of the rescue effort at the disaster was discovered and the discovery was reported on national news; making the Library's program especially timely. The Tom Sharpe World Music Concert was very well-

received by the thirty-two (32) patrons that attended the program. Mr. Sharpe's performance included a number of percussion instruments and a variety of music. The Genealogy Cub set an attendance record at their last meeting of thirty-seven (37) attendees. The "1000 Books Before Kindergarten" program had twenty-five (25) children registered and they have already read 563 books. The Friends of the Library are funding a portion of the program. Director Jarzemsky stated that the Kara Foundation grant of \$1,000 will be used to create two new collections - science kits and musical instruments. The funds will be used to purchase science kits that will include a microscope, solar robot, a human skeleton and other science related kits. Musical instruments will include a Melodyhorn, hand bells, sand blocks, electric drummat, and more.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of February. The circulation report shows a decrease in circulation of 9% as compared to last year. Reasons given for the decrease were the severe winter weather and the closing of the library. Also, last February was leap year so an extra day's count would have been included in the figures. It was noted that visits to the library were up and program attendance is up for the month as well. A question was raised as to the drop in the numbers for e-Magazines. Director Jarzemsky will check with circulation staff.

STANDING COMMITTEES

PERSONNEL - Report of February 14th Meeting - Director Jarzemsky stated that the Personnel Committee met on February 14, 2015. Further discussion on the meeting will take place under New Business-Set Max Raise for 2015/16 FY.

POLICY – The Rules of Behavior Policy will be discussed under Unfinished Business.

FINANCE – No report.

BUILDING AND GROUNDS – Summer Plants, Parking Lot, First Floor - Similar plantings as were used last year are proposed to be used this year but plantings will be postponed until after the parking renovation project is complete. First floor renovation update and parking lot bids are to be discussed under New Business.

LIAISON REPORTS

LINC – Director Jarzemsky stated that new technology is being investigated. The financial outcome of the departure of the Franklin Park Library is being examined. The next meeting of LINC is next week at the library.

VILLAGE - Trustee King gave a report on events and changes occurring in the Village. A Senior Fair is scheduled to take place on April 24th. He stated that the Mayor is slated to give a State of the Village report at the Chamber luncheon meeting on March 12th. The proposed

Farmer's Market will be postponed until next year. He discussed the proposal by the Governor to cut the local share of the Village's income tax funds and what that will mean for the Village. An article on this proposed cut will appear in the Almanac. Pier One will be building a new store on the property next to Ulta and Best Buy. LaVeZZi Precision will be moving to a new facility in the Covington Corporate Center. He gave updates on projects that were discussed previously. Trustee King announced that this will be his last meeting at Trustee liaison to the Library Board. The Board thanked him for his timely and interesting reports over the years. He will be missed. Trustees Hoyle and Rothbaum stated that they plan on attending the Chamber luncheon.

Removal from the Roll: Village Trustee King leaves the meeting at 8:05 p.m.

FRIENDS OF THE LIBRARY – The Friends Spring book sale is scheduled for this weekend. Friend members have started to sort the many donated books.

BIG - The Chamber will be hosting the April BIG meeting. Further information will be available at the April Library Board meeting.

VIII. UNFINISHED BUSINESS:

RULES OF BEHAVIOR POLICY APPROVAL

Director Jarzemsky stated that the "Rules of Behavior Policy" has been review by staff. He read the new rules of behavior policy and a discussion took place concerning the recommended changes. This policy is posted within the library so that patrons are aware of them. The language concerning cellular phones would be changed so that cellular phones can be used within the library but no voice calls would be allowed. Details were given on enforcement and the procedures to be followed. Suspension of library privileges as stated in the Illinois Compiled Statutes was referenced in the policy. In response to a question, Director Jarzemsky stated that the rules could be reviewed by an attorney but the Board felt that this would not be necessary. Grammatical errors were mentioned and the corrections would be made. A discussion took place concerning the use of alcohol at a library event and if changes should be made to the policy as currently written. The discussed changes will be made to the policy and brought back to the Board next month for further review. This item was tabled.

IX. NEW BUSINESS:

FIRST FLOOR RENOVATION UPDATE

The first floor renovation update was given. Director Jarzemsky stated that a meeting with the general contractor took place that day on the first floor renovation project. Construction is scheduled to begin on April 13th and should be completed by the middle part of the second week. Circulation staff and functions will be moved to the Conference Room during the renovation. The self-check machines will remain active and staff will be available to help patrons with that function. Signage will be used to direct patrons. It was suggested that the

information on the renovation be made available during the book sale.

IX. NEW BUSINESS: (Continued)

PARKING LOT BID NOTICE

Director Jarzemsky explained that the funding for the parking lot reconstruction will come out of next year's budget. The bid notice was advertised. A mandatory pre-bid conference was held on March 10th and over ten contractors were present. He stated that Steven Wright with DLA Architects, Kelly Cusack, and Assistant Village Engineer Robert Prohaska were in attendance during the walk-thru with the contractors that day. The bid opening is scheduled for March 26, 2015. A public bid opening will take place and Mr. Wright will review the bids for compliance. It is anticipated that the award of the bid will take place at the April meeting. In response to a question, the memorial pavers will be moved to the statue area on the side of the entrance and the other pavers in good condition will be reused.

TENTATIVE DRAFT BUDGET

A tentative draft budget was provided to the Board. The 2014/15 budget year figures were shown. In the general fund for 2014/15 budget year, the total general fund revenue was \$2,755,068 with a projected general fund expenditure of \$2,963,787.78. Director Jarzemsky noted that the budget has included the spending down of some of the surplus. He reviewed the draft budget and discussed the home rule levies over the past years. The general levy to be collected in June, 2015 is \$2,736,665.00 for 2014. The valuation of properties in Bloomingdale for 2015 will not be known until April or May. He pointed out that the EAV is a three year blended rate. The draft budget salary figures will be adjusted based on the maximum raise that the Board approves that evening. The final rate for health insurance has not been provided by the Village. It is anticipated that the rate will be known by May. The IMRF rate is known for May to December, 2015 but not known for January through April 2016. This is a tentative budget. He discussed some of the possible changes including a reduction in salaries due to retirement of staff. Further discussion on the budget will take place at the April Board meeting.

DIRECTOR'S EVALUATION DOCUMENT

The Directors Evaluation documents were provided to the Board. The Director's goals for the past year were provided. A discussion on the Director's evaluation will take place at the April Board meeting in an Executive Session.

SET MAX RAISE FOR 2015/16 FY

Director Jarzemsky stated that he met with the Personnel Committee and meeting minutes were provided to the Board. The Board reviewed the documents provided in the meeting packet. Director Jarzemsky reviewed the information concerning the inflation rates and cost of living figures. Historical information on the cost of living was provided. Articles on trends regarding wages for the upcoming year were provided and discussed. A raise history and report on the actual effect on the budget by the raises was provided. Discussion took place

concerning the fact that not all employees would receive the maximum raises; only the highest achievers would receive the maximum raise. To receive the maximum raise, an employee must meet their department heads expectations. Based upon the discussions, the following **motion** was made by Trustee Clark, seconded by Trustee Mallozzi, to set the maximum raise at 3% for fiscal year 2015/16. The motion carried by roll call vote: AYES: Trustees Clark, Mallozzi, D' Amico, Rothbaum, Hoyle, and Strutzel. NAYS: None. ABSTAIN: None. ABSENT: Trustee Gaertner.

FOOD FOR FINES

The Food for Fines program will run from April 1st through the 30th of the month. The food collected will be given to the Bloomingdale Food Pantry. The library can not accept perishable goods. Director Jarzemsky detailed the items that can't be accepted. It was noted that the Garden Club will be establishing a vegetable garden with the produce going to people in need. A plot of land near the Springfield Drive Park District maintenance building will be used for the garden.

ELECTION POLLING PLACE

Director Jarzemsky stated that the Library will be an April 7, 2015 Consolidated General Election polling place for two precincts. The DuPage County Election Commission will drop off the necessary equipment. The library lobby elevators will be available for voting between the hours of 6:00 a.m. to 9:00 a.m. then the interior elevators will be available during regular library hours.

TRUSTEE RESIGNATION

The letter of resignation from Trustee Gaertner was accepted by the Board. With his resignation, there will be a need to fill his unexpired term. His term of office was to expire in 2017. He was half way through his term of office. According to State Statute, the Board can appoint a person to fill his term of office. Director Jarzemsky stated that the open vacancy on the Board would be posted. He stated that the same procedures as in the past would be used with applicants completing the same questionnaire and applying for the position. The vacancy notice will appear on the library's website and the Village Almanac. Former candidates, who previously applied, will be contacted and informed of the vacancy. Based upon the discussion, a **motion** was made by Trustee Hoyle, seconded by Trustee Strutzel, to declare a vacancy on the Library Board due the resignation of Trustee Gaertner. The motion carried by voice vote.

SPECIAL EVENTS CALENDAR 2015

The Special Events calendar for 2015 was reviewed. Due to the parking lot reconstruction, there will not be a concert in June. The Ice Cream Social will take place on August 6th and the Halloween Party on October 24th. Director Jarzemsky explained the reasons why the Halloween Party would not take place on Halloween.

MARKETING eNEWSLETTER

Director Jarzemsky explained the plans for the eNewsletter. The Village Almanac will continue to have articles on the Library but to further publicize events, a monthly eNews bulletin will be sent to interested patrons. The BPL Buzz will contain a link to Almanac articles and provide information on programs occurring during the month. One e-mail a month would go out. It was suggested that the e-News be sent a week prior to the start of the month. Director Jarzemsky stated that this is another way to reach patrons and increase program attendance.

LIBRARY 40TH ANNIVERSARY

On June 9th, the library will be celebrating its 40th Anniversary. During the month of June, the library will be posting photos based on a historical timeline. The software will include photos and a history of events. There is a special events budget and Director Jarzemsky invited the Board to look at ways they would like to celebrate the event. Trustee Rothbaum stated that she would help with the plans for an event to mark the anniversary.

X. ANNOUNCEMENTS:

A discussion took place concerning the possibility of eliminating fines for children’s materials.

The winner of NBC’s “The Biggest Loser” was Bloomingdale resident, Toma Dobrosavljevic. Mr. Dobrosavljevic has agreed to discuss his weight loss experience and success at an adult services program on June 15th.

The Board suggested that Trustee Gaertner be invited to the April Board meeting for cake and recognition of his service to the library and the community.

XI. ADJOURNMENT:

Trustee Rothbaum moved and Trustee D’Amico seconded the **motion** to adjourn the March 11, 2015 Library Board meeting at 9:08 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones