

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 13, 2015**

**SWEARING IN OF MEMBERS ELECTED IN THE
APRIL 7, 2015 CONSOLIDATED ELECTION**

Prior to the start of the meeting, Village Clerk Jane Michelotti administered the oath of office to the newly elected Trustees Milton Clark, Benjamin Hoyle, Bonni Rothbaum and David Strutzel. She also administered the oath of office to newly appointed Trustee Alexandria Contes. Congratulations were offered to the newly elected and appointed Trustees.

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:40 p.m.

II. ROLL CALL

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

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

At the request of Director Jarzemsky, two additional items were added to the agenda: Under Unfinished Business: Library's 40th Anniversary Plans and Board Vacancy. Trustee Hoyle moved, and Trustee Strutzel seconded the **motion**, that the agenda be approved as amended with the two additions. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the April Board Meeting were reviewed. Trustee Rothbaum moved, and Trustee Hoyle seconded the **motion**, that the minutes of the April 8, 2015 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Strutzel moved and Trustee Clark seconded the **motion**, that the Board approve the payment of bills for the month of May, 2015 in the amount of \$183,392.75 and the transfer of approximately \$334,700.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Clark, Contes, Hoyle, and Rothbaum. NAYS: None. ABSENT: Trustees D'Amico and Mallozzi.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on the events that took place at the library in April. He stated that Abby Budzynski added a new sub-collection to the online Bloomingdale Heritage Collection with photos dealing with the library's history to honor the 40th Anniversary. She cataloged and added 329 items. The program on the Civil War Bed Turning was well received with 52 patrons in attendance. The Children's program, "Time for Twos" had an attendance of 107. Another program that attracted a number of patrons was "Craft Time" with 110 patrons enjoying an Easter finger puppet craft. Director Jarzemsky was happy to report that Anna Wilmes returned to work as of April 13th. A new Circulation/Technical Cataloguer, Katie Yager, was hired April 6th. He noted that attendance figures can be found under the titles of the various programs. The largest attendance of an adult program was the Civil War Bed Turning. A question was raised concerning the computer class, "Raspberry Pi Computers for Kids" and the lack of attendance. Director Jarzemsky will check into the reason for the lack of attendance in this valuable program. It was noted that reference transactions and visits were up compared to last year which is an indication that patrons are using the library even though circulation was down.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of May. The circulation report shows a decrease in circulation of 5% as compared to last year but visits are up and patrons are using the self-check machines. Director Jarzemsky reviewed the statistics from the previous year with new materials highlighted on the report.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – No report.

VILLAGE - Director Jarzemsky will investigate with the Village to determine who will be the new Village Trustee liaison since former liaison, Trustee King, has retired.

FRIENDS OF THE LIBRARY – The Friends has two new co-chairs for the next book sale and they are in the process of a membership drive. The next meeting of the Friends will be in July.

BIG - The April 23, 2015 BIG meeting was cancelled. The remainder of the scheduled meetings will remain the same.

VIII. UNFINISHED BUSINESS:

OPERATING BUDGET FISCAL YEAR 2015/2016

Director Jarzemsky reviewed the proposed operating budget and a recap was provided in Attachment E of the meeting packet. He discussed the formal plan for the Building Fund. There is a need to move the current surplus in the general fund to the Building Fund. He stated that 96% of the revenues received by the library are funded by property taxes which are based upon the library's levy. He explained the other revenue sources. Total library revenues are projected at \$2,811,515.00. A recap of expenditures was provided. A comparison between 2014/15 and proposed 2015/16 projected revenues and expenses were discussed. The expected increase over last year is 1.21%. The projected General Fund Expenditures for 2015/16 is \$3,006,038.68 that results in a deficit for 2015/16 of \$194,523.68. A listing of projects for 2015/16 was presented to the Board. Director Jarzemsky discussed the various projects. He reviewed the past year's levies and the property valuations over the years. After a final review and discussion of the Operating Budget documents, Trustee Rothbaum moved and Trustee Hoyle seconded the **motion**, that the Board approve the Operating Budget for Fiscal Year 2015/2016 as presented in the amount of \$3,006,038.68. The motion carried by roll call vote. AYES: Trustees Rothbaum, Hoyle, Contes, Clark and Strutzel. NAYS: None. ABSENT: Trustees D'Amico and Mallozzi.

BUILDING FUND

Director Jarzemsky stated that the estimated and proposed expenditures of the Building Fund are listed on Attachment F. He reviewed the list of expenditures. The document also includes a replacement schedule for all systems. The costs provided for replacements are estimated figures. This is the official planning document for the Building Fund and the proposed expenditures for 2015/2016 that amount to \$471,200.00. Based on the discussion, Trustee Strutzel moved and Trustee Clark seconded the motion to approve the Building Fund expenditures for 2015/2016 in the amount of \$471,200.00. The motion carried by roll call vote. AYES: Trustees Strutzel, Clark, Rothbaum, Hoyle and Contes. NAYS: None. ABSENT: Trustees D'Amico and Mallozzi.

40TH ANNIVERSARY PLANS

Director Jarzemsky informed the Board on who volunteered to be members of the Anniversary Committee. A number of events are planned. As stated earlier in the Librarians Report, photos of the history of the library will be available online. Banners will be placed in the library's parking lot commemorating the anniversary. A resolution will be passed in the House of Representatives acknowledging the library's years of service to the community. The July 10th Summer Concert will be dedicated to the celebration of the anniversary. A discussion took place concerning ways to commemorate the event. It was suggested that one of the trees that needs to be removed from the library landscape be used to memorialize the anniversary. Trustee Hoyle will investigate. A discussion took place concerning the removal of the trees and suggestions on replacements.

VIII. UNFINISHED BUSINESS: (Continued)

BOARD VACANCY

The letter of resignation from Trustee Mallozzi was accepted by the Board. With her resignation, there will be a need to fill her unexpired term. A discussion took place concerning the process of appointment. Based upon the discussion, a **motion** was made by Trustee Clark, seconded by Trustee Rothbaum, to declare a vacancy on the Library Board due to the resignation of Trustee Mallozzi and to begin the process to find a new Library Trustee. The motion carried by voice vote.

Addition to the Roll: Trustee D'Amico enters the meeting at 8:35 p.m.

ELECTION OF OFFICERS

Director Jarzemsky distributed a copy of the "Officer History of Current Trustees." The officer position is a two (2) year term and expires following a municipal election. The Board reviewed the current officers and after a discussion on the matter, the following motion was made:

Trustee Rothbaum made the motion to nominate the following slate of officers for 2015/17: Bonnie Rothbaum as President; Milton Clark as Vice-President; Benjamin Hoyle as Secretary and Alexandria Contes as Treasurer; Trustee Clark seconded the nomination motion. There were no further nominations. The motion carried by roll call vote: AYES: Trustees Rothbaum, Clark, D'Amico, Hoyle, Contes and Strutzel. NAYS: None. ABSENT: None

IX. NEW BUSINESS:

RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS 2013/2014

Trustee Rothbaum presented the Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year Beginning May 1, 2015 and Ending April 30, 2016.

Trustee Strutzel moved and Trustee Hoyle 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 Strutzel, Hoyle, Contes, D'Amico, Clark 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.

IX. NEW BUSINESS: (Continued)

FROIO LETTER

Director Jarzemsky explained that Mr. Froio, a Village resident, donated \$35,000 to the Library. He stated that the annual report for the fiscal year 2014/2015 Froio Fund has been sent to Mr. Froio and was included in the packet for review by the Board. The principle balance always remains the same and materials are purchased with the interest money. The interest funds are used to enhance the multi-cultured collection which consists of DVD's, books and other materials. The collection has wide variety and reflects the Village population.

CONSTRUCTION UPDATE

Director Jarzemsky stated that construction meetings on the parking lot upgrade are held on every Tuesday. He discussed the possible dates for the closing of the library to allow contractors to work on the front entrance. Staff has been made aware that they need to park away from the stop sign and not along the fire hydrant side of Milford. The interior renovation has been completed except for the delivery of some furniture. Director Jarzemsky commented on the response by patrons to the changes and what further changes are being considered for the circulation front area.

LAKE PARK FAX CONSORTIUM RECAP OF ACTIVITIES

Director Jarzemsky stated that the Library is a member of the Lake Park Tax Consortium. He explained the role of the consortium and the reasons for the library being a member. In the Board packet was a letter from the Consortium representative, attorney Scott Ginsburg, which contains a recap of the activities of the Consortium and the results of his efforts.

FOOD FOR FINES

Director Jarzemsky stated that the April Food for Fines program was a success with 909 items donated and \$869.50 fines forgiven.

PATRON CHECKOUT HISTORY

Director Jarzemsky stated that an upgrade to the software now allows patrons to have the option of turning on a new checkout history feature which allows them to keep a record of what they have checked out. The patron must log into their library account and make the change themselves. He explained how a patron would make the change. A discussion took place concerning the Library Records Confidentiality Act and how this service relates to the protection of library records.

IX. NEW BUSINESS: (Continued)

IN-SERVICE DAY

Director Jarzemsky stated that plans are forming for an In-Service Day for FY 2015/16. The library will be closed for one day and he explained what would occur during that day. It is proposed that staff take a tour of libraries that currently have RFID and a review of new customer service standards. He asked that the Board allow him to decide upon a date for the closing of the library. There are two potential dates, August 28 or September 18. Trustee Hoyle moved and Trustee Strutzel seconded the **motion**, to authorize the Library Director to choose a date for the closing of the Library for an in-service day. The motion carried by voice vote.

X. ANNOUNCEMENTS:

An announcement flyer on the Sunshine Serenades was included in the Board packet. Two concerts are planned for this summer. The dates are July 10 and August 14.

Kandy Jones received a Character Counts! Award for her service to the community and she is featured in the Library's "Between the Shelves" newsletter. Ms. Jones has been a member of the Character Counts! Coalition for a number of years.

XI. 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 8:56 p.m. Trustee Rothbaum moved, and Trustee Clark seconded the **motion** to enter into a 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, Clark, Hoyle, D'Amico, Contes and Strutzel. NAYS: None. ABSENT: None.

The Closed Session was concluded at 10:33 p.m. at which time the regular meeting of the Board reconvened.

APPROVAL OF STAFF SALARIES

Trustee Rothbaum moved and Trustee D'Amico seconded a motion to approve the Fiscal Year 2015/16 staff salaries as presented in the Executive Session. The motion carried by roll call vote: Trustees Rothbaum, D'Amico, Strutzel, Clark, Hoyle and Contes. NAYS: None. ABSENT: None.

DIRECTOR'S SALARY FY 2015/2016

Trustee Hoyle moved and Trustee Strutzel seconded the **motion** that the FY 2015/2016 salary for the Library Director be set at \$111,330.64. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, Clark, Rothbaum, D'Amico and Contes. NAYS: None. ABSENT: None

XII. ADJOURNMENT:

Trustee D'Amico moved and Trustee Contes seconded the **motion** to adjourn the May 13, 2015 Library Board meeting at 10:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones