

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
OCTOBER 12, 2016**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m.

**II. ROLL CALL**

Upon a roll call, the following Trustees present: Alexandria Contes, Milton Clark, Sam D'Amico, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade and David Strutzel. Absent: None. Also Present: Director Tim Jarzemsky, Bloomingdale Park District: Director Carrie Fullerton, Board President Sebastian Puccio Trustee Karen Johns and IT Staff member Josh Hendricks.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

Director Jarzemsky asked for a change to the agenda. He asked that the agenda item on the Bloomingdale Park District Community Presentation under New Business be discussed following the approval of the Treasurer's Report. Trustee Hoyle moved and Trustee Strutzel seconded the **motion**, that the agenda be approved as proposed. 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 Schade seconded the **motion**, that the minutes of the September 14, 2016 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 Contes moved and Trustee Clark seconded the **motion**, that the Board approve the payment of bills for the month of October, 2016 in the amount of \$94,418.62 and the transfer of approximately \$255,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Clark, Strutzel, Hoyle, Rothbaum, Schade, and D'Amico. NAYS: None. ABSENT: None.

**IX. NEW BUSINESS:**

**BLOOMINGDALE PARK DISTRICT COMMUNITY PRESENTATION RENOVATION**

Director Jarzemsky introduced the Bloomingdale Park District Director Carrie Fullerton who introduced the other members of the Park District. Director Fullerton discussed the proposed referendum question that will be presented to Bloomingdale Park District voters at the November 8, 2016 election. She stated that the decision was based on surveys and community discussions with residents. They are requesting support to borrow \$9.9 million over twenty years to make repairs and improvements to three facilities - the Springfield Park ball fields and wetlands; to the Oasis Water Park and the Johnston Recreation Center. She described what is being planned and the cost to residents for these repairs and improvements on their property tax bill. This would be a temporary tax and the money would be used for improvements and not for any new projects. The Board was in agreement that this request would be in the best interest of the residents. The Park District representatives left the meeting.

## VII. REPORTS

### LIBRARIAN

Director Jarzemsky reported on the events that took place at the library in September, 2016. He described three programs that were in his report – TnT Paranormal Investigators 101: An Intro to the Paranormal; 3D Print a Jack O Lantern and Times for Twos. In response to a question, the Tai Chi Program will be returning. This is a well-received low impact exercise program that is geared towards seniors. Discussion took place on the determination of times for programs. The Board went on to review the rest of his report.

### MONTHLY STATISTICS

Circulation was down as compared to last September – 20,926 this year versus 23,944 last year. The renovation work may have had a small impact on visits.

### STANDING COMMITTEES

**PERSONNEL** - No report.

**POLICY** – The Finance Committee did meet and a draft Investment of Public Funds Policy, Attachment H, was prepared. He questioned if the Policy Committee would like to convene to review the policy. The policy is to be reviewed under New Business.

**FINANCE** – Report of October 3, 2016 Meeting – The review of the draft Investment of Public Funds Policy will be discussed under New Business. Director Jarzemsky stated that the policy could be approved next month.

**BUILDING AND GROUNDS** – Renovations Update and Review of Computer Lab Projects – The “Take Five” zone is working towards completion. Director Jarzemsky described the progress thus far. The Computer Lab project drawings and renderings are in the completion phase and work should begin in February. Once the wall is completed, the new carpet will be installed in that area. The Board agreed that the carpet looks very nice. Director Jarzemsky praised Kelly Cusack for the work he has done in preparing and working with the carpet installers to make sure the work is done properly and in keeping patrons safe.

### LIAISON REPORTS

**LINC** – There was no meeting. The next meeting will take place in November.

**VILLAGE** - No report.

**FRIENDS OF THE LIBRARY** – The next meeting of the Friends will be Wednesday, October 19, 2016 in Meeting Room C from 7 p.m. to 8 p.m. The Fall Book Sale was very successful. The date for the Fall Book Sale next year was changed so that it would not conflict with Septemberfest. The Friends were able to take credit cards at the sale and will try to determine what items sold the best. The Library only accepts credit card payments through the internet not within the library.

**BIG** - The next meeting of BIG will be October 27, 2016 at noon to be hosted by the Library. All Board members were invited to attend. The meeting will take place downstairs in the A/B rooms. The renovations should be completed prior to the meeting date. Portillo's will be the choice of food with a Halloween theme design. Trustee Strutzel will be out-of-town and not able to attend. The other Trustees stated that they would be available for the meeting.

## **VIII. UNFINISHED BUSINESS:**

### **APPROVAL OF THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT AUTHORIZING MEMBERSHIP IN SWAN – RESOLUTION NO. 3**

President Rothbaum presented Resolution No. 3 entitled "Resolution Providing for the Execution of an Intergovernmental Agreement Authorizing Membership in SWAN."

Director Jarzemsky stated as discussed in previous meetings, LINC will no longer exist and the resolution states that Bloomingdale agrees to join SWAN. The change would not occur until LINC dissolves in 2018. A cost estimate based upon the number of members who join, both high and low, is included in the documentation provided. He discussed the advantages to joining SWAN and the reason why one LINC member may not join.

Trustee Hoyle moved and Trustee Contes 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 Hoyle, Contes, D'Amico, Clark, Rothbaum, Strutzel, and Schade. 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, DuPage County, Illinois, which was done.

## **IX. NEW BUSINESS:**

### **INVESTMENT OF PUBLIC FUNDS REPORT FOR JULY – SEPTEMBER**

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 contains an extra page that shows the Standard & Poor's Rated Governmental Investment Fund Pool. This report shows how the library reports are doing in general and a pie chart shows the investments and percentage of investment.

## **IX. NEW BUSINESS: (Continued)**

### **INVESTMENT OF PUBLIC FUNDS POLICY REVIEW**

A meeting took place on October 3, 2016 which included the Finance Committee (Trustees Hoyle and Strutzel) along with Director Jarzemsky, Ginger Boskelly, and Village Finance Director Gary Szott. A draft policy on the investment of public funds policy was reviewed by Director Jarzemsky with the Board. He talked about the structural changes to the policy as detailed in Attachment H. The investment policy will be reviewed annually. The Policy Committee members agreed that it was not necessary for them to meet. The Board made suggestions on changes to the policy and these will be incorporated into the final policy. Director Jarzemsky stated that the policy should be considered for adoption at the November meeting. The Board and Director Jarzemsky thanked the Finance Committee for their work on the new policy.

### **ELECTION COMMISSION**

Director Jarzemsky stated that the DuPage County Election Commission expects a record number of eligible voters to turnout for the election. The turnout is expected to be up to 50% higher than in the recent primary election in March. Voters can also register and vote on the day of the election. The Library will be hosting two precincts and Mr. Kelly Cusack will be helping to get everything ready for voting.

### **BLOOMINGDALE PARK DISTRICT COMMUNITY PRESENTATION**

At Director Jarzemsky request, this agenda item was discussed following the approval of the Treasurer's Report.

### **APPROVAL OF CONTRACTOR FOR COMPUTER LAB RENOVATIONS**

Director Jarzemsky discussed Driessen Construction Company's proposal for the computer lab renovation work as provided in Attachment K. The architectural design was completed by Tiffany Nash. Driessen has worked on many projects in the library and since the total cost for the work is under \$20,000.00, the library does not need to go out to bid. Driessen will meet the requirement of paying prevailing wages per law. The cost of the work is under the budgeted amount and the work is proposed to start in February, 2017. Based upon the discussion, Trustee Hoyle moved and Trustee D'Amico seconded the **motion**, that the Board approve the proposal from Driessen Construction Company in the amount of \$13,900.00 for the computer lab project. The motion carried by roll call vote: AYES: Trustees Hoyle, D'Amico, Contes, Clark, Strutzel, Rothbaum and Schade. NAYS: None. ABSENT: None.

## **X. ANNOUNCEMENTS:**

The library will be a drop off location for Socktober, a month long community sock drive for the homeless.

The month of October is the 2016 National Library Card Sign Up Month. Snoopy (a.k.a. Christine Sporleder) the library's mascot, made appearances at the Farmer's Market and Septemberfest. Circulation staff registered 97 new patrons for cards. A discussion took place on Septemberfest and the library's booth.

## X. ANNOUNCEMENTS: (Continued)

Director Jarzemsky stated that the Library is joining with the Bloomingdale Park District on a month long, Village wide scavenger hunt that will take place the whole month of October.

Director Jarzemsky reminded the Board that the Library's Halloween Party will take place on Saturday, October 22, 2016 from Noon to 3:00 p.m. The Village Police Department, Bloomingdale Fire and Park Districts will all be hosting events during that day. The Friends will be helping out with volunteers for the party.

Trustee D'Amico announced that he will be moving. A discussion took place concerning the up-coming election and the procedures for filling a vacancy. He will be missed.

## XI. ADJOURNMENT:

Trustee Rothbaum moved and Trustee Hoyle seconded the **motion** to adjourn the October 12, 2016 Library Board meeting at 9:01 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

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Secretary

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President

Date: \_\_\_\_\_

Minutes recorded by Irene M. Jones