

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
AUGUST 10, 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 were present: Milton Clark, Alexandria Contes, Sam D'Amico, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade, and David Strutzel. Absent: None. Also Present: Director Tim Jarzemsky.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Trustee Hoyle moved, and Trustee Clark seconded the **motion**, that the agenda be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the July Board Meeting were reviewed. Trustee Strutzel moved, and Trustee Rothbaum seconded the **motion**, that the minutes of the July 13, 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 Strutzel seconded the **motion**, that the Board approve the payment of bills for the month of August, 2016 in the amount of \$105,741.30 and the transfer of approximately \$264,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Strutzel, D'Amico, Rothbaum, Schade, Clark and Hoyle. NAYS: None. ABSENT: None.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Adult & Teen Summer Reading Program. "Read for the Win!" was a great success with 334 adults and 131 teens registered to participate in the program with 1,949 books read. The Youth Summer Reading Program had 710 children registered with 290 completing the program. The total number of hours read by the children was 6,867. Students from School District 13, who completed the program, received special recognition. A great time was had by all at the Ice Cream Social. Director Jarzemsky thanked the Friends and staff for making it a triumph. The other high attendance program was "Circus Boy" with 105 patrons in attendance. He rode on the world's smallest bicycle. Director Jarzemsky reported on the other events taking place at the Library in August including the Tai Chi class and the Home Cheesemaking. The Library was collaborating on a teen scavenger hunt with the Park District. Life-Size

games were enjoyed by teens and children. In response to a question concerning who are Top Dogs in the Park District outreach program, Director Jarzemsky explained that these are children who participate in the Park District summer camp and come to the library to check out books, materials, etc. The Board reviewed the statistics in the report. Liz Scanlan started work on July 6th in the Circ/Tech Department as a Circ/Tech Aide. The Final Summer concert of the year is August 12th with Zydeco Voodoo performing. In response to questions, Director Jarzemsky explained how and who selects the programs.

MONTHLY STATISTICS

Circulation was down this month in comparison to last year. DVD's and books are down. A discussion took place concerning the different categories in the report and the differences between the current year and last year. The library continues to market the materials and programs at the library including participating in the Village's Farmers Market. The Library is able to register patrons off-site. The Board reviewed the various statistics contained in the report.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – Review of Investment Policy - There is a need for the Policy Committee to get together to review the Investment Policy.

FINANCE – Report of August 3rd Meeting - The Finance Committee met on August 3rd at 4:00 p.m. to discuss reserves, charts of accounts and diversification. Village Finance Director Gary Szott, Assistant Finance Director Allen Altic as well as Ginger Boskelly were in attendance. Attachment E in the Board packet contains a draft set of meeting minutes. Trustee Hoyle explained the reason for the meeting. As previously agreed by the Board, all the property tax funds are currently being deposited into the IMET fund in order to get a better return. Mr. Szott was very helpful and explained how the Library and Village share the same tax identification number and the Village's policy. From the meeting, certain recommendations were presented. The first involved the moving of some of the funds from IMET into the Illinois Funds to provide some diversification. Second, the investment policy needs to be updated. Trustee Hoyle explained the reasons for updating the policy. The Village's policy will be reviewed and used as a comparison to the Library's current policy. At a later date, the library will look into the use of an investment tool. It was suggested that the library work with the Village to arrive at the right balance. Trustee Strutzel suggested that the Policy Committee and the Finance Committee work together to make changes to the Investment Policy. Discussion took place concerning the splitting of the money and how much to be diversified into different accounts and the percentage of interest that could be achieved. The money would need to be invested in a government or FIC insured institution. Director Jarzemsky stated that he would with Ms. Boskelly to the review the IMET funds and try to mirror what was done last year between the Illinois Fund and IMET. It was agreed by the Board that the Policy and Finance Committees members would meet together and review the Investment Policy. Mr. Szott will also be looking at the Library's current policy.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – Report of LINC/SWAN Meeting - An overview of SWAN was given to the Board as part of the packet as Attachment F. The meeting took place at the Library on August 3, 2016. All staff members were invited as well as representatives from the other LINC libraries. Trustees Clark, Contes, Hoyle and Rothbaum attended the meeting. Trustee Clark stated that it would be better for the library to be a part of SWAN. He questioned what benefits would SWAN receive from the LINC libraries joining them. A discussion took place on what SWAN would gain. They would receive more materials and additional funds. Depending upon who also joins SWAN, the library's costs would go down. Discussion took place concerning the size of the collection and the number of items available to patrons. Questions were raised as to what other consortiums are available and the costs involved with being a stand alone library which Director Jarzemsky would not recommend. He noted that MAGIC is also dissolving. MAGIC is a multi-library consisting of colleges and schools. LINC will most likely dissolve. The Library will need to have a Memorandum of Understanding with SWAN if the Library agrees to join. The change would not take place until 2018. The SIRSI contract runs out in 2018. SWAN does not provide an email program so the Library would need to look into obtaining an Outlook account. Director Jarzemsky explained how SWAN handles books on hold and the deeper pool of services and personnel they offer. Each LINC library will need to make their own decision as to whether to join SWAN or not. A decision needs to be made by December or January on what the Board would like to do. Attachment F contains a lot of information that could be helpful in making a decision.

VILLAGE - No report.

FRIENDS OF THE LIBRARY – The Friends Fall Book Sale will be held on September 10th and 11th. Volunteers are needed for sorting. The Friends should decide on a date that does not conflict with Septemberfest which is held traditionally the Saturday after Labor Day in the future. The next meeting of the Friends will be on Wednesday, October 9th in Meeting Room B from 7-8 pm.

BIG - Report of August 4th Meeting - The Park District hosted the meeting on Thursday, August 4th at Noon at the Johnston Rec Center (JRC) on South Circle. Trustees Hoyle and Rothbaum attended the meeting. Director Jarzemsky was unable to attend. Trustee Rothbaum along with Trustee Hoyle provided the Board with a detail account of what occurred at the meeting and the presentations given by those in attendance. The Library will be hosting the next BIG meeting on Thursday, October 27th.

VIII. UNFINISHED BUSINESS:

CARPET BID AWARD

Director Jarzemsky stated that two bids were received and opened and read aloud on August 4th. He explained what was contained in the bids for the carpet. There was an Alternate #1 which would include flooring for the staff area. The bid by Flooring Enterprises was in compliance and the library has worked with this vendor before. Director Jarzemsky stated that \$93,000 was budgeted for the project and the bid received was for a total award of \$92,172.00 including Alternate #1. Trustee Rothbaum moved and Trustee Clark seconded the **motion**, that the Board approve the award of bid for the carpet replacement to the lowest, responsive bidder, Flooring Enterprises. The motion carried by roll call vote: AYES: Trustees Rothbaum, Clark, Contes, D'Amico, Schade, Strutzel and Hoyle. NAYS: None. ABSENT: None.

IX. NEW BUSINESS:

RENOVATIONS MARKETING

Marketing will take place to inform patrons on what is taking place with the renovations and the goals for the change. A nice display will be placed in the library and further information will be included in the Village Almanac and on the Library's website.

INVESTMENT OF PUBLIC FUNDS

As mandated by State law, a discussion took place concerning the Library's investments as detailed in the written quarterly report. The report lists all investments, the location of the invested money and the market value. There was no change to investment vehicles. A pie chart was added to the report showing where funds are located.

X. ANNOUNCEMENTS:

Director Jarzemsky stated that the In-Service Day will take place on Friday, September 23rd from 8:30 a.m.-4:30 p.m. The Board was invited to attend. In the morning of that day, a light breakfast along with recognition of staff anniversaries will take place. An agenda will be emailed to the Board. Lunch will take place at Quick Fire Café.

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 8:48 p.m. Trustee Hoyle 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 Hoyle, Strutzel, Clark, D'Amico, Rothbaum, Schade, and Contes. NAYS: None. ABSENT: None

The Closed Session was concluded at 8:56 p.m. at which time the regular meeting of the Board reconvened.

APPROVAL OF MINUTES OF EXECUTIVE SESSION

Trustee Contes moved and Trustee D'Amico seconded the **motion** that the minutes of the Executive Session of January 14, 2015 be approved and released. The motion carried by roll call vote. AYES:

Trustees Contes, D'Amico, Strutzel, Hoyle, Clark, Rothbaum and Schade. NAYS: None. ABSENT: None

DESTRUCTION OF VERBATIM RECORDS

Trustee Hoyle moved and Trustee Strutzel seconded the **motion** that the verbatim recording of the Executive Session of January 14, 2015 be destroyed. The motion carried by roll call vote. AYES: Trustees Hoyle, Strutzel, Clark, D'Amico, Rothbaum, Schade and Contes. NAYS: None. ABSENT: None

XII. ADJOURNMENT:

Trustee Strutzel moved and Trustee Contes seconded the **motion** to adjourn the August 10, 2016 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