

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
October 11, 2017**

**I. CALL TO ORDER**

The meeting was called to order by Vice President Milton Clark at 7:30 p.m.

**II. ROLL CALL**

Upon roll call, the following Trustees were present: Milton Clark, Alexandria Contes, Benjamin Hoyle, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Steven Wright, DLA Architects. Absent: Trustee Bonni Rothbaum and Sharon Schade.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

Director Jarzemsky requested a change to the agenda. He asked that the Roof Repair/Replacement-Authorization to Produce Bid Docs under Unfinished Business be presented following the review of the Treasurer's Report. Trustee Hoyle moved, and Trustee Contes seconded the **motion**, that the October 11, 2017 revised meeting 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 Strutzel moved, and Trustee Valenti seconded **the motion**, that the minutes of the September 13, 2017 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, 2017 in the amount of \$122,736.09 and the transfer of approximately \$273,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Stutzel, Clark and Contes NAYS: None. ABSENT: Trustees Rothbaum and Schade.

**Addition to Roll: Trustee Schade enters the meeting at 7:39 p.m.**

**VII. UNFINISHED BUSINESS**

**ROOF REPAIR/REPLACEMENT- AUTHORIZATION TO PRODUCE BID DOCS**

Steven Wright from DLA Architects presented Attachment G to the Board. Mr. Wright began with explaining his findings from the evaluation of the roof from June of 2017. Mr.

## **VII. UNFINISHED BUSINESS (Continued)**

Wright recommended the following be fixed or replaced; missing shingles, blistered transitions, rusting standing seam roofs, discolored standing seam roofs with areas of separation, standing seam roofs with hump, standing seam roof showing separation at raised batten, rusted boiler flues, restoration of modified bitumen roof and weeps to drain window system have been caulked shut. To be cost effective, these repairs are suggested to be done in two phases; phase one in summer of 2018 and phase two in summer of 2019. Mr. Wright suggested to two bid options; separate bids or do one bid with options. Mr. Wright stated that bids should go out late fall early winter; this is when contractors are looking for work for the next year. The Board suggested that when writing the bid, there be an option to have the work done at once, if the prices come back good or better than expected. This could potential save money. After careful review, the Board authorized Mr. Wright from DLA Architects to produce bid documents with both phases listed. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Stutzel, Clark, Schade and Contes NAYS: None. ABSENT: Trustee Rothbaum.

**Removal from Roll: Steven Wright, DLA Architects leaves the meeting at 8:06 p.m.**

## **VIII. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of September. The Health Benefits of Herbal Teas; where patrons learned how to incorporate delicious and healthful teas into your diet was a popular program for Adult Services with 33 patrons in attendance. DIY Make & Take: Mod Podge Your Pumpkins had 20 patrons in attendance. Patron's learned how to create a mod podge and spray paint pumpkins. It was noted this is the max capacity for a craft program. Rock Out on Collect Rocks Day had 14 patrons in attendance; Children K-2 enjoyed books about rocks and rock collecting, made rock collection boxes out of egg cartons then collected rock samples from the meeting room floor. Keri DeWaele started on September 5<sup>th</sup> as a Youth Services Assistant in the Youth Services Department. Nicole Swanberg replaced Courtney Cosgriff as the new PR/Marketing Coordinator on September 5<sup>th</sup>. Each department was then reviewed.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of September. Total circulation was slightly down; this fiscal year 2017-2018 was at 19,528 and last fiscal year 2016-2017 was at 20,926. DVD's were noted at being slightly down as well from 5,420 to 4,550.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

## **VIII. REPORTS (Continued)**

**FINANCE** – A final letter from the audit was presented. The audit is also updated to the website. Full final audit packets are available for all Board members and available in the Business Office.

**BUILDING AND GROUNDS** – The carpet/paint update will be covered later on in the agenda.

### **LIAISON REPORTS**

**LINC** – Attachment E shows the agenda from the 10/6 LINC Board of Directors meeting and the 9/8 LINC Board of Director minutes. The merger from LINC to SWAN was discussed. Christine Sporleder, Head of Circulation/Technical Services along with Director Jarzemsky and other Circulation/Technical Services staff have been attending LINC/SWAN meetings and will oversee this merger. Marketing to the patrons will go out the 1<sup>st</sup> of the year. May 1<sup>st</sup> 2018 is still the expected go live date.

**VILLAGE** – Director Jarzemsky shared an email from Village Trustee Vince Ackerman; it recapped a few topics previously covered. Village Board Trustee Michael Hovde has resigned due to the Bloomingdale Township Board position he now has. The Village has a new trustee; Trustee Shannon. Police Chief; Frank Giammarese has resigned and is now started his new position as Director of Community Safety.

**FRIENDS OF THE LIBRARY** – The big fall book sale went better than before. Fall is always better than spring sales. They now except credit cards, they had over \$500 in credit card sales. The Friends had some new and old members help with the sale. Trustee Contes thanked the staff and Friends for their hard work. Last meeting of 2017, Q4, meeting is on October 24<sup>th</sup>. The Friends will be volunteering for the Halloween Party and Holiday Open House and participating in the Snowman Crossing. Elections for Friends officials will be at the first meeting in 2018; Q1 meeting.

**BIG** – The next BIG meeting is Thursday, October 26<sup>th</sup> hosted by Marquardt School District 15; 1860 Glen Ellyn Road Glendale Heights, IL 60139. Director Jarzemsky, Nicole Swanberg PR/Marketing Coordinator and Trustee Sharon Schade will be attending.

## **VIII. UNFINISHED BUSINESS**

### **PER CAPITA GRANT REQUIREMENTS**

Attachment H provides information on the Illinois State Library FY 2017-2018 requirements for the Per Capita Grant. Staff will complete the grant application in order for the library to receive money each year. The Board reviewed chapters 1-5 of the Trustee Facts File Third Edition. The staff and Board completed the continuing education portions of the requirements earlier that month but attending two webinars hosted by RAILS. Library staff and Board Trustees re-familiarized themselves with

## **VIII. UNFINISHED BUSINESS (Continued)**

services provided by the Illinois State Library Literacy program.

### **CARPET/PAINT PROJECT OCTOBER UPDATE**

Lower Level carpet and paint renovations are well under way and are expected to remain on schedule; it is expected to be done by Friday at 3pm. We have had two unforeseen issues that has added to the complexity and cost of the renovation. First, the floor in the back of Youth Services, from the kids play area to the pillars, had too much moisture in the subfloor. The carpet installers hired a subcontractor to grind and then seal the floor with a waterproof epoxy. Second, the carpet installers have identified one small area, the hallway between Room C and the elevator where there is residual floor adhesive that tested positive for low levels of asbestos. The asbestos adhesive residue is left over from an old floor that was removed years ago. The asbestos is encapsulated in the adhesive and covered by carpet tile; it is not airborne. Airborne asbestos is a problem but in our case it is not. Director Jarzemsky assured the Board that the building is safe and there are no health concerns for staff or patrons. The library has already contacted a licensed engineering firm that has expertise in testing and removing asbestos. The Board will receive updates on this topic once Director Jarzemsky knows more.

## **IX. NEW BUSINESS**

### **INVESTMENT OF PUBLIC FUNDS REPORT FOR JULY- SEPT.**

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 explained the last page of the attachment which shows the chart of accounts. This report shows how the library reports are doing in general and a pie chart shows the investments and percentage of investment.

**Addition to Roll: Lisa Palmer; Youth Services Department Head enters the meeting at 8:20 p.m.**

### **YOUTH SERVICES- DEPARTMENTAL REPORT**

Lisa Palmer, Youth Services Department Head presented the Attachment K to the Board. She briefly explained the staff, highlighting the 3 new Youth Services staff. Youth Services has done over 500 programs this year. Youth Services is focusing on now is the lower level renovations. The Tween area is new and updated with tables, chairs for studying and magnetic board. Computer lab; is being used less and they will work on making it more versatile. In the future, Room D will be renovated to make it more versatile but they did get new lighter tables to be able to rearrange the room. Mrs. Palmer noted that the renovations will be a new fun, safe and interactive places for children and families. She discussed the multiple new collections Youth Services has:

**IX. NEW BUSINESS (Continued)**

VOX books, Moderate Day Kits like books on CD, Playaway Launchpads and learning game kits. She noted that other libraries in the area have called BPL for ideas or information on our collections. BPL has outreach bins put together by Youth Services librarian Heidi Knuth. Mrs. Knuth is doing a presentation at ILA about the Book Bins. We have them at many local businesses such as the post office and phone store. We have received positive feedback regarding the book bins. Youth Services has many partnerships: Panera and Stratford Story Time, Park District, and Circle Park. Mrs. Palmer noted that Mrs. Knuth co-founded Panera Storytime which is modeled across the country. Youth Services also has some new features such as a smart table, sand tables, larger puppet stage and magnetic board; this is important to have because most children do not have this at home.

**Removal from Roll: Lisa Palmer; Youth Services Department head leaves the meeting at 8:36 p.m.**

**IX. ANNOUNCEMENTS**

Thank You Note from the Humanitarian Service Project-The Humanitarian Service Project sent Director Jarzemsky a letter thanking BPL and our patrons for the T-shirts and school supply donations.

**X. ADJOURNMENT**

Trustee Clark moved and Trustee Valenti seconded the **motion** to adjourn the October 11, 2017 Library Board meeting at 8:57 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe