

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
FEBRUARY 8, 2017**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:31 p.m.

**II. ROLL CALL**

Upon a roll call, the following Trustees present: Milton Clark, Alexandria Contes, Sam D'Amico, Bonni Rothbaum and Sharon Schade. Absent: Benjamin Hoyle and Dave Strutzel. Also Present: Director Timothy Jarzemsky and Village Trustee Vince Ackerman.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPOINTMENT OF SECRETARY PRO-TEM**

Trustee Rothbaum moved, and Trustee Contes seconded the **motion** to appoint Vice-President Milton Clark as Secretary Pro-Tem for the meeting. The motion carried by voice vote.

**V. APPROVAL OF AGENDA**

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

**VI. APPROVAL OF MINUTES**

The minutes of the January Board Meeting were reviewed. Trustee Schade moved, and Trustee Clark seconded the **motion**, that the minutes of the January 11, 2017 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**VII. TREASURER'S REPORT**

The Board reviewed the Treasurer's Report. Trustee Contes moved and Trustee Schade seconded the **motion**, that the Board approve the payment of bills for the month of February, 2017 in the amount of \$64, 811.20 and the transfer of approximately \$175, 000.00 for bills and salaries. Questions were expressed regarding the negative amount located on the second page of Attachment D; Director Jarzemsky explained he would double check with our book keeper regarding this concern. The Kara Foundation and Rotary donations were discussed. Questions were asked regarding the small business account and how that account works. Director Jarzemsky explained who has access to this account and that the account is sometimes used between Board meetings, but only if needed. The motion carried by roll call vote: AYES: Trustees Clark, Contes, D' Amico, Rothbaum and Schade. NAYS: None. ABSENT: Trustee Hoyle and Strutzel.

## **VIII. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of January. Director Jarzemsky expressed his condolences about Officer Murrell; he thanked Officer Murrell for his service. He explained the library's participation with the Village, School District 13, and the community gathering in front the Village complex to say goodbye to Officer Murrell. The Village and Library had their flags at half-staff in support of Officer Murrell. Director Jarzemsky highlighted multiple programs; Tea 102, Getting Excited About Science and Valentines for Veterans. Tea 102 was celebrated during National Hot Tea month and had a great turnout with 34 patrons in attendance. Valentines for Veterans was highlighted, Youth Services does this program year after year in support of the Veterans; Director Jarzemsky explained more about this program. The renovation of the Computer Lab was discussed; seniors have expressed concerns regarding the reduction of the computers. Director Jarzemsky explained the PR and marketing that the library has done to explain these changes to the public. Noted in the Librarian's Report is the usage of computers, which is much lower than previous years. Other departments are presented and noted in the report. Director Jarzemsky shared with the Board what a honor it is for the Bloomingdale Public Library that Katie Richert served on the 2017 Printz Committee. Director Jarzemsky explained about the Printz Committee and how individuals get selected onto this committee. Questions were raised how travel expenses work; Director Jarzemsky explained the process.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of January. Book materials were noted at being flat. One of the main drivers of the decrease in circulation statistics is due to DVDs. Director Jarzemsky explained that the Board has previously discussed this and ideas for improvement. Hoopla statistics were noted; questions were raised regarding who owns Hoopla and how Hoopla works. eBooks are up; Director Jarzemsky answered questions regarding eBooks, how eBooks work and who owns them. Library holdings and activities were noted and discussed.

### **STANDING COMMITTEES**

**PERSONNEL** - Report of January 19<sup>th</sup> Meeting- Director Jarzemsky tabled this discussion until later in the agenda under New Business. Trustee D'Amico and Hoyle met at the above date.

**POLICY** – No report.

**FINANCE** – Brokered CD Account- Director Jarzemsky tabled this discussion until later in the agenda under New Business. He stated that following up with the recommendations from the updated Investment Policy, the library is now looking into Brokered CD Accounts for a portion of our reserves.

## **VIII. REPORTS (continued)**

**BUILDING AND GROUNDS** – Computer Lab/ Group Study Room Update- Director Jarzemsky tabled this discussion until later in the agenda under New Business.

### **LIAISON REPORTS**

**LINC** – SWAN Membership Vote- The Library electronically voted for the LINC & MAGIC libraries to join SWAN. Attachment E shows the votes tallied and quorum of the 78 SWAN member libraries that have voted to accept the addition of 19 libraries into the SWAN Consortium. 61 libraries voted in favor and 5 voted against, the voting process was explained. Questions were asked regarding which libraries voted no; Director Jarzemsky explained that SWAN will not be releasing that information. He also stated that SWAN froze their rates in 2008, now with more libraries joining SWAN, libraries are worried that the rates will be greatly affected once they are unfrozen. Director Jarzmesky explained that the rates will not increase; that information is false.

**VILLAGE** – Village Report- The Board thanked Village Trustee Ackerman for attending the meeting and a brief discussion took place on past Village Trustees. Village Trustee Ackerman apologized for not being here recently and explained why. He then thanked Peter Scaleria for sending over a report on his behalf. Village Trustee Ackerman thanked everyone for their support of Officer Murrell. Office Murrell was well liked by all; he heard great things about him and will be greatly missed. Village Trustee Ackerman highlighted exciting updates regarding the Village of Bloomingdale. The Village is working with the owner of Circle and Lake Street property to open a Lucky Dogs. Dunkin Donuts has purchased a new property and will be changing locations and adding a drive-thru. The former location of Smash Burger will now be replaced with Café Zupas, a popular chain that features coffee, sandwiches and soups. Firehouse Subs will replace the former Pier One space on Army Trail in the near future. The Village began work to improve Lake Street that includes raised planter beds, lighting, signs, etc. Village Trustee Ackerman explained that the Village already replaced light poles on Lake Street, one light pole was badly damaged and instead of fixing just one they replaced them all. The Village received bids for the new electronic sign at the Village complex. The hopes are that the sign will be installed and ready to go early this year. The Library is helping with costs of this sign. Major library events, programs and Friends Book Sales and meetings will be displayed on the sign in the future. The grand opening of Mariano's on January 17<sup>th</sup> was discussed; Mariano's has had great community support thus far and has been busy nonstop. The Board added their thoughts about Mariano's and how exciting it is to have it here in Bloomingdale. The Board asked many questions regarding what was being built and where in Bloomingdale; Village Trustee Ackerman answered all their questions. A memory care facility on Lake Street and DuPage Medical Group facility are in the process of opening up soon. Indian Lakes closed on January 1<sup>st</sup>. Lawrence Avenue Boardwalk is also closed due to broken boards and other damages; discussions are in place on next steps. The former Sears Parts Center will be now be a Sporty's, Aspen Dental, drive-thru Dry Cleaners and Mcalister's Deli. The Stratford Square Mall was discussed, updates were inquired about and questions were asked about Macy's. Although Macy's is leaving the mall, the Village

## **VIII. REPORTS (continued)**

does not have anything to do with who will replace Macy's. The Mall is privately owned but Macy's owns their actual store. Opening up this summer is an Italian restaurant and candy shop. The Village is looking to make an entertainment district and is hoping to purchase some properties to do so. The Board thanked Village Trustee Ackerman for attending the Board meeting, wished to see him more in the future and thanked him for all the updates he provided.

**Removal from the Roll:** Village Trustee Ackerman leaves the meeting at 8:15 p.m.

**FRIENDS OF THE LIBRARY** – Wednesday, April 26th from 7-8 pm in Meeting Room B- The Friends had their first quarterly meeting on 2/8/17. They elected new officers at this meeting. The Friends want to meet with Director Jarzemsky to discuss investments and how to reinvest their money; the Friends Treasurer will contact Director Jarzemsky regarding that. The Friends are looking to purchase a Little Library. Trustee D'Amico showed examples on his iPad. The Little Library was explained; it's based off of the honor system; you take a book, you put a book back. The Friends will also purchase three benches to be placed around the Little Library so families and kids can stop and read. The Little Library will be supplied by books from the book sales and donations. The Friends are very excited about the upcoming book sale and are starting to prepare for that.

**BIG** – Report of January 26th Meeting- Director Jarzemsky and Trustee Hoyle attended the BIG meeting. Director Jarzemsky reported on the meeting. The Bloomingdale Park District passed their referendum, however it is now in limbo due to the bonds being held up. He explained there are a lot of legalities that are involved and unfortunately there was a mistake made when posting the referendum regarding a 30/31 days posting. Lake Park High School has made some updates; one being with their solar cells project which is now part of the curriculum; students will learn about green energy and the sun. Lake Park's water system was tested and a new engineering program was explained. This program will teach students in high school what they could learn at COD in college courses. Circle Park now has a playground and an ice rink is being built. The Bloomingdale Township Highway Commissioner was at the BIG meeting and explained the process in which TV's should be recycled. Director Jarzemsky explained the process and costs in detail. Questions were raised regarding the location of where you should take recycled products. It is illegal to leave a TV on the side of the street, questions were asked what to do if you see a TV on the side of the road, and Director Jarzemsky explained options, but suggested you call SCARCE. School District 13 stem lab will be built by 2018. The Bloomingdale Chamber of Commerce was there, they announced they will be hiring a new community director and that the Chamber is celebrating 35 years.

## **IX. UNFINISHED BUSINESS**

### **INVESTMENT POLICY/BROKERED CD**

Director Jarzemsky provided the Board with information regarding the Brokered CD Accounts. The Library reserves are invested primarily in two investments, the Illinois

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

Funds and the IMET Convenience Fund. The library's Investment Policy was reviewed and updated recently; it was recommended that we look into expanding our investment options to include a Brokered CD Account with a ladder of maturities. Many questions were raised about how this works and what bank would be chosen. Director Jarzemsky explained in detail; he also noted we would have FDI insurance if any of the banks failed. The Board reviewed Attachment G, Trustee D'Amico moved and Trustee Rothbaum seconded the **motion**, that the Board approve Ameriprise Financial as the entity to handle our Brokered Cd's. The motion carried by roll call vote: AYES: Trustees Clark, Contes, D' Amico, Rothbaum and Schade. NAYS: None. ABSENT: Trustees Hoyle and Strutzel.

## **X. NEW BUSINESS**

### **ANNUAL STATEMENT OF PROPERTY TAX PAYMENTS**

Director Jarzemsky provided the Board with the letter from Gwen Henry, DuPage County Treasurer, which shows the annual statement of 2015 Real Estate Tax collected for and distributed to the Library. The County collected all of the money that was levied. Questions were raised about how the money gets back to the library and if the Library has it all yet, Director Jarzemsky explained.

### **ELECTRONIC SIGN FOR VILLAGE COMPLEX**

Director Jarzemsky explained in detail the plans the Village has for the new electronic sign located in the Village complex. The Village recently asked if the Library could provide more funds to this project. The Library is very excited about this new electronic sign; we can display major events, programs and Friends Book Sales or meetings on the sign. The project will approximately be \$40,000-\$60,000 to complete. Director Jarzemsky mentioned an upcoming renovation at the library; he stated the lower level will receive new carpet in October. Director Jarzemsky also stated the Library has helped pay for Village items in the past such the scissor lift, the Library paid 25% of that lift. The Library uses the lift roughly 3 or 4 weeks out of the year.

### **ILLINOIS STATE LIBRARY ANNUAL CERTIFICATION**

The Illinois State Library asks each library to certify their information for the year. They survey 600 plus libraries to gain feedback and make sure libraries are meeting minimum standards. The Bloomingdale Public Library submitted paperwork in January.

### **SPECIAL EVENTS CALENDAR 2017**

The Special Events Calendar for 2017 was reviewed and a recap of all the major special events was given.

## **X. NEW BUSINESS (Continued)**

### **SET MAX RAISE FOR FY 2017/2018**

The minutes of the Personnel Committee meeting of January 19, 2017 were included in the Board packet. The determination of the percentage of raises is a necessary component of the budget process. The salary program is a combination of the cost of living and merit raises. Director Jarzemsky explained how raises are given to employees and how employees can receive a higher raise based on evaluation scores. The data provided included recent inflation data, industry and cost of living figures. A history of past raises was also included. Trustees D'Amico and Hoyle met as the Personnel Committee and a discussion took place concerning the data provided. Trustee D'Amico explained to the Board their recommendation and answer multiple questioned raised by the Board. The Board discussed this attachment in detail. The new copier was mentioned as a possible purchase next fiscal year. The recommendation is between 2.7-3%. Trustee Rothbaum moved and Trustee Contes seconded the **motion**, to approve a maximum raise of up to 3% for fiscal year 2017/2018. The motion carried by roll call vote: AYES: Trustees Clark, Contes, D'Amico, Rothbaum and Schade NAYS: None. ABSENT: Trustees Hoyle and Strutzel. Director Jarzemsky stated that a draft budget will be presented to the Board in the upcoming months.

### **LONG RANGE PLAN REVIEW**

The Long Range Plan will be updated, the Board was asked to review the attachment and have their suggestions ready at the Annual Planning Meeting. The Long Range Plan was last updated in 2010. It was noted that it is very time consuming and requires multiple answers from different departments and the Board to complete. It will be updated with some new language and new community/ library pictures. Courtney Cosgriff, the Marketing/PR Coordinator, will re-do the brochure.

### **COMPUTER LAB/ GROUP STUDY ROOM UPDATE**

Attachment M was reviewed by the Board; Director Jarzemsky explained the upcoming renovations. The Computer Lab will decrease in size and a group study room will be installed. A monitor will be available in the group study room purchased by the Friends of the Library. Many seniors have expressed concerns to staff and left multiple suggestions, Director Jarzemsky explained his responses to those concerns.

## **XI. EXECUTIVE SESSION**

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of

## **XI. EXECUTIVE SESSION: (Continued)**

approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act.

At 9:12 p.m. Trustee Rothbaum moved, and Trustee Contes seconded the **motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2. (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 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 Clark, Contes, D'Amico, Rothbaum and Schade. NAYS: None. ABSENT: Trustees Hoyle and Strutzel.

The Closed Session was concluded at 9:20 p.m. at which time the regular meeting of the Board reconvened.

## **XII. APPROVAL OF MINUTES OF EXECUTIVE SESSIONS**

Trustee Clark moved and Trustee Rothbaum seconded the **motion** that the minutes of the Executive Sessions of April 8, 2015 and July 8, 2015 be approved and released. The motion carried by roll call vote. AYES: Trustees Clark, Contes, D'Amico, Rothbaum and Schade. NAYS: None. ABSENT: Trustees Hoyle and Strutzel.

## **XIII. DESTRUCTION OF VERBATIM RECORDS**

Trustees Shade moved and Trustee Contes seconded the **motion** that the verbatim recording of the Executive Sessions of April 8, 2015 and July 8, 2015 be destroyed. The motion carried by roll call vote. AYES: Trustees Clark, Contes, D'Amico, Rothbaum and Schade. NAYS: None. ABSENT: Trustees Hoyle and Strutzel.

## **XIV. ANNOUNCEMENTS**

Friends of the Library Spring Book Sale: Saturday, March 25th 9-4 pm & Sunday, March 26th 1-3 pm

Annual Planning Meeting: Saturday, February 18th @ 9 am in Meeting Room B

## **XV. ADJOURNMENT**

Trustee Schade moved and Trustee Contes seconded the **motion** to adjourn the February 8, 2017 Library Board meeting at 9:26 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe