

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

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:35 p.m.

**II. ROLL CALL**

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

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

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

**V. APPROVAL OF MINUTES**

The minutes of the February Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Rothbaum seconded the **motion**, that the minutes of the February 8, 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 Hoyle seconded the **motion**, that the Board approve the payment of bills for the month of March, 2017 in the amount of \$87,295.57 and the transfer of approximately \$245,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Clark, Contes, D'Amico, Hoyle, Rothbaum and Strutzel. NAYS: None. ABSENT: Trustee Schade.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of February. The Winter Concert: Dangerous Folk was highlighted with 37 patrons in attendance; they played 50's and 60's style folk music. Poland in Chicago, Chicago in Poland was also highlighted with 47 patrons in attendance. Director Jarzemsky explained that Baking with Bogna Solak was cancelled, but she provided treats from her bakery for the Poland in Chicago program. Flying Fox Conservation was a popular program for Youth Services with 87 patrons in attendance. Many animals were featured including a sloth, which the kids were allowed to pet. The Business Office transactions were noted. The Circulation/Technical Services department was outlined. Computer Services statistics were shown. Adult Services department was noted and

Homebound/Nursing Home statistics were mentioned. Are You Curious about Medical  
**VII. REPORTS (Continued)**

Cannabis and Home Buying 101 were discussed. Questions were asked regarding how programs are marketed and why certain programs have more in attendance than others. Otaku Tuesday was discussed, questions were asked what Otaku meant, Director Jarzemsky explained. ACT Practice Test was highlighted. The Youth Services department was presented, Youth Services reference transactions, museum adventure pass circulation and Winter Reading Program 2017 was highlighted. The School Liaison's report was noted, Celebrate Reading program was discussed. Questions inquired about what this program is, Director Jarzemsky explained.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of February. Total Circulation for the month was 19,806 items. Books, periodicals, eMagazines, eBooks, Playaways, BOCD, eAudiobooks, DVDs and eVideos were highlighted. Library holdings were presented. Hoopla and patron statistics were discussed.

### **STANDING COMMITTEES**

**PERSONNEL** - No report. Director Jarzemsky will meet with the Finance Manager at the Village to discuss next steps with the library's laddered CD account. Director Jarzemsky will also set up next meetings with Trustees Hoyle and Strutzel in the near future.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – No report. Computer Lab/ Group Study Room will be discussed in a later attachment.

### **LIAISON REPORTS**

**LINC** – Report of February 10<sup>th</sup>, 2017 Meeting- Director Jarzemsky discussed the merger from LINC to SWAN. Director Jarzemsky noted there is an upcoming meeting here at the library on March 10<sup>th</sup>. LINC's budget was discussed. A task force has been implemented; Christine Sporleder, Circulation/ Technical Services Department Head will be a part of the task force. Director Jarzemsky noted that Christine Sporleder has been appointed to the transition and merger team to ensure everything goes smoothly.

**VILLAGE** – No report. Trustee D'Amico updated the Board with what's happening in Bloomingdale. Trustee D'Amico noted a new beauty shop is being built with 24 stations to replace the old Pizza Hut space.

Addition to the Roll: Trustee Schade entered the meeting at 7:55 p.m.

## **VII. REPORTS (Continued)**

**FRIENDS OF THE LIBRARY** – Wednesday, April 26<sup>th</sup> from 7-8 pm in Meeting Room B- The Friends are preparing for the upcoming book sale; Trustee Contes noted the date was switched to not have any conflicts with the St. Patrick’s Day holiday. Trustee Contes asked for volunteers and donations. Book sale signs will be available one week before the sale in the Business Office. They will also sell office supplies at this book sale. Circle Park will have a Little Library installed soon purchased by the Friends. There will be a ribbon cutting ceremony in June, Trustee Contes invited the Board and Director Jarzemsky to attend. The Little Library was explained in detail.

**BIG** – April 27<sup>th</sup>: School District 15- The next BIG meeting was mentioned, Director Jarzemsky will inquire which Board members wish to attend this meeting at the April Board meeting.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **TENTATIVE DRAFT BUDGET**

A tentative draft budget was provided to the Board. The 2017/2018 budget year figures were shown. Director Jarzemsky reviewed the draft budget and discussed the costs involved with personnel, payroll, HMO, FICA & IMRF. This is a tentative budget and a more detailed budget and discussion will take place at the April Board meeting. The budget is anticipated to be approved at the May meeting.

### **DIRECTORS EVALUATION DOCUMENT**

Director Jarzemsky distributed a tool that the Board can use to help with his evaluation. His goals from last fiscal year are shown in the document. Director Jarzemsky encouraged the Board to come up with more goals for him. Trustee Rothbaum explained the process that was used in the past to come up with a rating and she will lead the evaluation in April. It was noted that staff will be reviewed in April as well.

### **ELECTION POLLING PLACE**

Director Jarzemsky stated that the Library will be a polling place for the Consolidated General Election on Tuesday, April 4<sup>th</sup>. The DuPage County Election Commission will drop off the necessary equipment which Kelly Cusack, Maintenance Supervisor will set up; he arrives at 5 a.m. that day to prepare.

### **VOX BOOKS**

VOX Books, a new reader for the Youth Services department was discussed. Director Jarzemsky explained how VOX Books work and what age group they are geared towards. Director Jarzemsky noted they we do not have the VOX Books at the library

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

yet; they will arrive in late March. After arriving and processed, they will be available for check out. A discussion ensued regarding VOX Books.

#### **REVIEW OF MISSION STATEMENT**

The Mission Statement was discussed; Trustee Rothbaum suggested a change in wording; however the Board opted to keep it the same, therefore no changes were made.

#### **APPROVAL OF LINC 2017/2018 BUDGET**

Director Jarzemsky presented the LINC budget that was in the Board packet as Attachment I. The Board reviewed the proposed LINC budget. Trustee D'Amico moved and Trustee Strutzel seconded the **motion**, that the Board approve the LINC Budget for FY 2017/2018 as proposed. The motion carried by roll call vote: AYES: Trustees Clark, Contes, D'Amico, Hoyle, Rothbaum, Schade and Strutzel. NAYS: None. ABSENT: None.

#### **THANK YOU LETTER FROM VFW**

The VFW sent the library a thank you letter for the donations the library collected during the month of February for veterans who are just leaving the military or treatment. The library collected over 1,500 items; including household items such as paper towels, soaps, etc.

#### **THANK YOU LETTER FROM LIBRARY SENIORS CLUB**

The Library Senior Club sent the library a thank you letter for their recent trip to see Crazy For You at Drury Lane Theatre. The library provided a coach bus for the seniors to travel to the play. There were over 40 seniors in attendance. The Library Seniors are a library sponsored group.

#### **GROUP STUDY ROOM**

The Computer Lab and Group Study Room is now open. The official open date was March 1<sup>st</sup> but both rooms were open in February while final touches were being made. The library received many suggestions and questions from the seniors regarding the computer lab, Director Jarzemsky explained his responses to them. Director Jarzemsky shared a comment with the Board he received by a patron regarding the library using space that was under-utilized before.

## FOOD FOR FINES

The Food for Fines program will run from April 1st through the 30th. The food collected will be given to the Bloomingdale Food Pantry. The library cannot accept perishable goods; Director Jarzemsky detailed the items that can be accepted. The library staff will

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

remove \$1 worth of fines from your record for every non-perishable food item or personal health and hygiene item.

### **IX. ANNOUNCEMENTS**

Friends of the Library Spring Book Sale- The Library and Friends are getting ready for the upcoming book sale. A large volume of donations usually happens a week before the sale.

National Library Week- The staff is planning for National Library Week; with fun activities happening during that week. Director Jarzemsky invited the Board to check out the library during this time.

### **X. ADJOURNMENT**

Trustee Rothbaum moved and Trustee Contes seconded the **motion** to adjourn the March 8, 2017 Library Board meeting at 8:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe