

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MAY 10, 2017**

Prior to the start of the meeting, Village Clerk Jane Michelotti administered the oath of office to the re-elected Trustees Benjamin Hoyle, Alexandria Contes, and Sharon Schade. Congratulations were offered to the re-elected Trustees.

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Upon roll call, the following Trustees were present: Milton Clark, Alexandria Contes, Benjamin Hoyle, Bonni Rothbaum and Sharon Schade. Absent: Dave Strutzel. Also Present: Director Timothy 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 April Board Meeting were reviewed. Trustee Clark moved, and Trustee Contes seconded the **motion**, that the minutes of the April 12, 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 Rothbaum seconded the **motion**, that the Board approve the payment of bills for the month of May, 2017 in the amount of \$450,025 being transferred from IL Funds for the Ameriprise Account to fund two CD's and \$225,000 coming from IMET for the remaining amount and the transfer of approximately \$675,025 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of April. Discover the Modern Benefits of Ancient Self-Healing was highlighted with 36 patrons in attendance. Another highlighted program was Stick Together; a Youth Services program. Patrons helped create a picture using stickers; the finale picture was a butterfly, 100 patrons participated. Kandy Jones and Sue Drogos participated in the Bunny Bash event

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

with the Park District. There were 235 patrons in attendance at the Bunny Bash. Director Jarzemsky then discussed each department. Questions were raised regarding the personnel section, Director Jarzemsky answered all inquiries.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of April. Overall Circulation was down by 8% from last fiscal year. DVDs are a continued project for Circulation; marketing is a key part of the plan to improve DVD statistics. Soon Oscar nominated DVDs will be re-displayed in case patrons didn't have a chance to get them the first time.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** –The roof project was discussed and tabled until June. The rain ruined the roof inspection; it has been rescheduled for a later date.

### **LIAISON REPORTS**

**LINC** – Director Jarzemsky met at the West Chicago Public Library for a LINC Board of Directors meeting. A dissolution document was drafted. The lease agreement for LINC's current office situation was discussed. Carol Dawe's employee evaluation was completed.

**VILLAGE**- Trustee Vince Ackerman emailed a report of updates to Director Jarzemsky. Trustee Ackerman congratulated the Board members who were re-elected. The Village welcomed McAlister's Deli and Re/Max Binning Real Estate to Bloomingdale earlier that week. The Eastgate and Lawrence Avenue boardwalk replacement projects have been approved and will started later this summer and finish up this fall. Coffee with the Chief and Mayor is scheduled for May 13<sup>th</sup> at 8:30 am at the Village Hall; the Board is welcome to attend. The Farmer's Market is coming back for year two; it is slated to begin on Thursday, June 15<sup>th</sup> and continues until September 28<sup>th</sup>, from 3-7 pm every Thursday. Trustee Ackerman noted in his email that if anyone knows of any performers to have them email their information to Barb Weber at the Village.

**FRIENDS OF THE LIBRARY** – Wednesday, July 26<sup>th</sup> 7 pm, Meeting Room B- Trustee Contes would like to set up a meeting with Director Jarzemsky to discuss a 2-3 year plan for items the Friends can donate to the library. The Friends recently helped purchase the Summer Reading t-shirts. Trustee Contes explained future plans for a membership drive. She also invited the Board to attend the ribbon cutting ceremony at Circle Park for the Little Free Library which was donated by the Friends. The ceremony is June 17<sup>th</sup> from 10-12 pm.

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

**BIG** – July 27<sup>th</sup> School District 13

## **VIII. UNFINISHED BUSINESS**

### **LONG RANGE PLAN**

Director Jarzemsky presented the final version of the Long Range Plan. The Board and staff helped review and created content for this document. Director Jarzemsky presented each page at length to the Board; highlighting programs and classes, teens, updated photos and goals. Once approved by the Board the Long Range Plan will appear on the Library's website. Trustee Hoyle moved, and Trustee Contes seconded the **motion**, that the Long Range Plan be approved as presented. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

### **ELECTION OF OFFICERS**

Director Jarzemsky discussed Attachment E; Officer History of Current Trustees. The officer position is a two (2) year term and expires following a municipal election. The Board reviewed the current officers and after a discussion on the matter, the following motion was made. Trustee Rothbaum made the motion to nominate the following slate of officers for 2017/18-2018/19: Bonni Rothbaum as President; Milton Clark as Vice-President; Benjamin Hoyle as Secretary and Alexandria Contes as Treasurer; Trustee Contes seconded the nomination **motion**. The Board of Trustees Committee Structure was also adapted; Building and Grounds is Bonni Rothbaum and vacant Board position, Policy is Sharon Schade and Milton Clark, Personnel is Ben Hoyle and Alex Contes and Finance is Dave Strutzel and Ben Hoyle. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

### **OPERATING BUDGET FY 2017/2018**

Director Jarzemsky stated that the budget has been reviewed twice previously. Attachment F shows the Fiscal Year 2017\18 budget details. The General Fund, the Building Fund and the Froio Fund are represented. The General Fund shows the money received and spent to operate the library. The total General Fund expenditures amounts to \$3,041,622.22. HMO costs have a small increase from last fiscal year. The Levy covers operating expenses. The overall increase from FY 16/17 was noted at 1.27%. After a thorough review of the proposed budget, the following motion was made. Trustee Rothbaum moved and Trustee Clark seconded the **motion** to approve the FY 2017\18 Operating Budget in the amount of \$3,041,622.22 as presented. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

## VIII. UNFINISHED BUSINESS (Continued)

### BUILDING FUND

Director Jarzemsky explained that the estimated and proposed expenditures of the Building Fund are listed on Attachment G. He reviewed the list of expenditures with the Board. This is the official planning document for the Building Fund and the proposed expenditures for 2017/2018 that amounts to \$239,000.00. Based on the discussion, Trustee Hoyle moved and Trustee Schade seconded the **motion** to approve the Building Fund expenditures for 2017/2018 in the amount of \$239,000.00. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

## IX. NEW BUSINESS

### RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS 2017/2018

Trustee Rothbaum presented the Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018.

Trustee Clark moved and Trustee Contes seconded the **motion** that said resolution as presented be adopted in the amount of \$2,875,839.00.

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, Clark and Rothbaum. The following Trustees voted NAY: None. Absent: Trustee Strutzel. Abstain: Trustee Schade.

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.

### TRANSFER TO BUILDING FUND

Director Jarzemsky presented the proposed transfer of \$150,000.00 from the 2016/17 operating budget to the Building Fund. The Library's year-end Building Fund balance will be approximately \$235,100.00; this amount may be slightly reduced or increased after the final audited numbers are received this summer. Director Jarzemsky feels confident that the Library can transfer \$150,000.00 into the Building Fund. With the addition of \$150,000.00, the resulting balance would be approximately \$385,100.00. The key to managing the Building Fund in a fair and prudent manner is to have a plan for the ultimate use of the funds. The Library's Building Fund schedule details plan for the Building Fund over both short and long terms. Based on the discussion, Trustee

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

Hoyle moved and Trustee Schade seconded the **motion** to approve the Transfer to Building Fund. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

### **DECLARATION OF BOARD VACANCY**

Previous elections results and emails from Ken Friker of Klein, Thorpe and Jenkins, LTD were presented by Director Jarzmeksy. The Board declared that a vacancy exists and the remaining six trustees will commence a search for an appointee to serve until the next regular Library Trustee election, April, 2019 at which a Trustee will be elected for the remainder of the unexpired term. Based upon the discussion, a **motion** was made by Trustee Clark, seconded by Trustee Rothbaum, to declare a vacancy on the Library Board due to the resignation of Trustee Sam D'Amico and to begin the process to find a new Library Trustee. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

### **FROIO LETTER**

Director Jarzemsky explained that Mr. Dominic Froio, a Village resident, donated \$35,500.00 to the Library. He stated that the annual report for the fiscal year 2016/2017 of the funds in the Memory of Donna Beth Froio Fund has been sent to Mr. Froio and was included in the packet for review by the Board. The principle balance always remains the same and materials are purchased with the interest money. The interest funds are used to enhance the multi-cultural collection which consists of DVDs, books and other materials. The collection has wide variety and reflects the Village population. Attachment K shows a detailed description of books purchased. The Library can never spend the principal of \$35,500.00.

### **HOMOLA LETTER**

Attachment L, Homola Letter, was presented by Director Jarzemsky. The Homola Letter is a letter from October 14, 1977 sent to Marilyn Homola by the Library Board. The Library Board in 1977 approved a motion to set aside a room in the Library's future permanent building as a memorial to past Village Mayor Bob Homola. The Board wished to table this discussion until a later date.

### **CANVASS OF APRIL 24<sup>TH</sup> ELECTION**

Attachment M is a copy of the abstract and canvass of election results for the Library's jurisdiction for the April 4, 2017 Consolidated General Election. This is a final count for all Village Officers; Village Trustees and Library Trustees.

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

### **IN-SERVICE 2017**

Director Jarzemsky explained what the In-Service Day entails of; Trustee Rothbaum shared her thoughts regarding the importance of this day to the rest of the Board. The In-Service day is a day set aside for staff recognition and useful for the employees to have some fun and training. The FY 17/18 In-Service committee scheduled Aaron Skog from SWAN to speak to everyone regarding the merger from LINC to SWAN, updates about SWAN, and answer any questions. The In-Service Committee will continue to meet regularly in the near future. The Board suggested they want to be more involved in the In-Service day; a "Get to Know the Board" segment will be added. The proposed date for the In-Service is Friday, August 25, 2017. A **motion** was made by Trustee Rothbaum, seconded by Trustee Contes to approve the closing of the library on Friday, August 25, 2017 for the Staff In-Service day. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

### **FOOD FOR FINES**

Director Jarzemsky stated that the April Food for Fines campaign was a success with 990 items donated and \$789.60 fines forgiven. The food pantries were very grateful for the food donations. Kelly Cusack, Maintenance Supervisor brings the donated food there himself.

## **X. EXECUTIVE SESSION- REVIEW OF STAFF SALARIES**

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 9:43 p.m. Trustee Hoyle moved, and Trustee Clark 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 Contes, Rothbaum, Clark, Schade and Hoyle. NAYS: None. ABSENT: Trustee Strutzel.

The Closed Session concluded at 9:53 p.m. at which time the regular meeting of the Board reconvened.

**XI. APPROVAL OF STAFF SALARIES**

Trustee Rothbaum moved and Trustee Contes seconded a **motion** to approve the Fiscal Year 2017/18 staff salaries as presented earlier in the Executive Session. The motion carried by voice vote.

**XII. ANNOUNCEMENTS**

Summer Concerts- Jamie Schingoethe, Office Manager along with Kristina Giovanni, Adult Services Librarian plan the Summer Concerts. The Friends of the Library volunteer and help with various duties; such as selling ice cream, pop, water, popcorn or handing out giveaways to patrons in attendance. The Board was invited to attend the summer concerts.

Memorial Day Remembrance-There is an upcoming Memorial Day Remembrance event; it is a special event honoring those who have given so much to our county. Kandy Jones, Youth Services School Liaison helps plan this event. This event takes place on Monday, May 29, 2017 at St. Paul’s Cemetery on Lake Street in Bloomingdale.

**XIII. ADJOURNMENT**

Trustee Hoyle moved and Trustee Schade seconded the **motion** to adjourn the May 10, 2017 Library Board meeting at 9:55 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe