

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
June 14, 2017**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m.

**II. ROLL CALL**

Upon roll call, the following Trustees were present: Milton Clark, Alexandria Contes, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade and Dave Strutzel. Also Present: Director Timothy Jarzemsky and Tiffany Nash; Product Architecture + Design.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

At the request of Director Jarzemsky, the Lower Level Carpet Project and the Review of Library Trustee Candidate under New Business were moved to be heard following the approval of Treasurer's Report. Trustee Clark moved, and Trustee Strutzel seconded the **motion**, that the agenda be approved as amended. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the May Board Meeting were reviewed. Various questions were answered by Director Jarzemsky. Trustee Schade moved, and Trustee Hoyle seconded the **motion**, that the minutes of the May 10, 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 June, 2017 in the amount of \$ 71,705.14 and the transfer of approximately \$291,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Schade, Hoyle, Contes, Clark, Strutzel and Rothbaum. NAYS: None. ABSENT: None.

**VII. NEW BUSINESS**

**REVIEW OF LIBRARY TRUSTEE CANDIDATE**

Director Jarzemsky and Trustee Bonni Rothbaum explained the process that would be used to interview the prospective candidates for the vacant library trustee position. Prospective candidate, Mrs. Natalie Valenti, introduced herself to the Board and answered questions asked to her by Board members then prospective candidate; Mr. Jeremy Heitkam did the same.

**Mrs. Natalie Valenti left the meeting at 7:50 p.m. and Mr. Jeremy Heitkam left the**

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

**meeting at 8:15 p.m.**

### **LOWER LEVEL CARPET PROJECT**

Tiffany Nash; Product Architecture + Design presented different carpet samples to the Board for the Lower Level Carpet Project. Director Jarzemsky explained that Library staff have already blocked off meeting rooms the first two weeks of October in preparation for this renovation. Tiffany Nash presented multiple multi-colored carpet tiles, including details on where each color carpet tile will go. This carpet will be good for spills and it will match the upstairs newly renovated carpet. The Board was happy with the selections and approved multiple carpets to be used in different areas of the lower level.

**Tiffany Nash, Product Architecture + Design left at 8:35 pm.**

## **VIII. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of May. The library hosted Free Comic Book Day; a day-long celebration of comics providing free comics to attendees. Staff used green screen software; where patrons could get their photos taken with different digital backgrounds. Drafting a Bulletproof Will had 40 individuals in attendance. I'm a Big Brother, Big Sister had 30 individuals in attendance. Nicole Urso's last day was May 9<sup>th</sup>, she was a Circ/Tech Clerk I. Kristen Grisamore was promoted on May 14<sup>th</sup> to Circ/Tech Clerk I from 16 to 20 hours per week. Kenny Tymick was hired in Adult Services as a Reference Librarian on May 15<sup>th</sup>. Director Jarzemsky then noted the activities of each department. He highlighted the new Group Study Room usage. The Board discussed different options of adding chairs or technology to that room, Director Jarzemsky explained the Library's plans for that room. Trustee Contes suggested a coat rack be placed in the room. High School students in the community were invited to the library for the annual Exam Cram. Pizza and refreshments such as cookies and chips were provided. Youth Services transactions were noted; total transactions including in person, telephone and computer were 844. Director Jarzemsky talked about the Museum Adventure Pass program and explained how the program operates. He noted the statistics should increase in the upcoming summer months. Tuesday with Toys is a popular program for Youth Services with 59 patrons in attendance; Tuesday with Toys is where children can play with a wide variety of toys and games. Director Jarzemsky discussed the Celebrate Reading program and the schools that participated. Director Jarzemsky noted the hard work the Youth Services staff did in preparing for the Celebrate Reading tours. It was noted that Kandy Jones, School Liaison did an excellent job with the Memorial Day Remembrance held in St. Paul's Cemetery. Kelly Cusack, Maintenance Supervisor was also in attendance to help with the setup and tear down. The library rents and pays for chairs for the event. A discussion ensued regarding this event and suggestions were made. Director Jarzemsky will share this information with the staff in charge of this event.

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

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of May. Total Circulation was down by 2% overall; from 21,518 in fiscal year 2016-2017 to 20,999 this fiscal year. There is still a decrease in DVD statistics, from 5,953 to 5,247. The library holdings were mentioned. Questions were raised regarding what equipment the library has and what is actually rented out by patrons. It was suggested to add this information in the Almanac as a “Did You Know” portion. Cardholders statistics were also noted being slightly down from last fiscal year from 17,690 to 16,482. Library cards are valid for four years then need to be renewed.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – The HR manual is a future policy that will be updated this fiscal year. The Business Office just began the early stages of this project.

**FINANCE** – No report.

**BUILDING AND GROUNDS** –New flowers were planted recently by Pine Landscaping. Trustee Rothbaum helped with the selection of flowers. Kelly Cusack, Maintenance Supervisor maintains the watering and care of the flowers.

### **LIAISON REPORTS**

**LINC** – Report of May 12<sup>th</sup> Meeting- Director Jarzemsky shared with the Board details from the LINC meeting. In the future, a letter will be issued to the public regarding the merger which will guide and help the patrons understand more.

**VILLAGE**- No report.

**FRIENDS OF THE LIBRARY** – Meeting on: Wednesday, July 16<sup>th</sup> 7 pm, Meeting Room B- Trustee Contes invited the Board to attend a ribbon cutting for the Little Library at Circle Park on Saturday, June 17<sup>th</sup>. Director Jarzemsky noted this information was displayed on the Library’s Facebook page. Trustee Contes and Director Jarzemsky explained how the Little Library works.

**BIG** – July 27<sup>th</sup> School District 13- At the July Board meeting, Director Jarzemsky will inquire which Board members are interested in attending the BIG meeting.

## **IX. UNFINISHED BUSINESS**

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

Barb Weber, Assistant Village Administrator sent Director Jarzemsky an email regarding the electronic sign for the Village complex. The Library has already contributed money to this sign and will contribute more in the future. Library staff will receive training on how to input information onto the sign and how the sign works. Library programs, Library events, and Friends Book Sales and meetings will be featured on the sign.

## **X. NEW BUSINESS**

### **RESOLUTION ADOPTING THE PREVAILING WAGE**

President Rothbaum presented Resolution No. 2017/2018-2 entitled Resolution Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Bloomingdale Public Library. The Library follows State law and makes sure that the contractors pay their employees the prevailing wage.

Trustee Strutzel moved and Trustee Clark seconded the **motion** that said resolution as presented be adopted.

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 Schade, Hoyle, Contes, Clark, Strutzel and Rothbaum. The following Trustees voted NAY: None. Absent: None.

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.

### **2018 PER CAPITA GRANT REQUIREMENTS**

Director Jarzemsky explained the FY 2018 requirements for the Illinois Public Library Per Capita and Equalization Aid Grants. He explained the reasons why the State requires the Board to participate in the grant process. Further discussion on the requirements will take place at a future meeting. Trustees will be asked how the library meets the needs to community as a provider of educational programs and training opportunities, the library's ability to integrate new technologies and identify an activity that fosters increased resource sharing. Director Jarzemsky will complete the grant application that is due in January.

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

### **MY MEDIA MALL INTERGOVERNMENTAL AGREEMENT**

My Media Mall is a consortium made up of 118 Illinois public and school libraries that currently use the OverDrive platform to provide patrons with thousands of ebooks, eaudiobooks, and evideos. Questions were raised on how much this agreement costs, Director Jarzemsky noted that he will find out the costs and inform the Board. Trustee Rothbaum moved and Trustee Clark seconded the **motion**, that the Board approve the My Media Mall Intergovernmental Agreement. The motion carried by roll call vote: AYES: Trustees Schade, Hoyle, Contes, Clark, Strutzel and Rothbaum. NAYS: None. ABSENT: None.

### **FARMERS MARKET SCHEDULE**

Attachment J features the schedule for the 2017 Farmers Market. A new attachment was distributed because the wrong years schedule was attached in the original packet. Library departments will rotate every other week, sending different staff to the Farmers Market. Courtney Cosgriff, PR/Marketing Coordinator compiled this list and will provide information for the staff to bring to the market each week.

## **XII. EXECUTIVE SESSION- REVIEW OF CANDIDATES TO FILL BOARD VACANCY**

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

At 9:30 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) (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. AYE: Trustees Schade, Hoyle, Contes, Clark, Strutzel and Rothbaum. NAY: None. Absent: None. The motion carried by roll call vote.

The Closed Session was concluded at 9:48 p.m. at which time the regular meeting of the Board reconvened.

**XIII. APPOINTMENT OF 2017 BOARD VACANCY**

Trustee Rothbaum moved and Trustee Contes seconded the motion that Natalie Valenti be appointed to the Library Board as a Trustee to fill the current vacant Board position. The motion carried by roll call vote. AYES: Trustees Rothbaum, Contes, Clark, Strutzel, and Schade NAYS: None. Abstain: Trustee Hoyle. Absent: None.

**XIV. ANNOUNCEMENTS**

In-Service Agenda- The Staff In-Service Agenda was presented. Lunch has yet to be selected but will be in the near future. The Board inquired about the “Get to Know the Board” select on the agenda.

Celebrate Reading- Director Jarzemsky read a thank you letter to the Board from Erickson Elementary School. He explained they visited for Celebrate Reading. They were also given a behind the scenes tour of the Library.

**XV. ADJOURNMENT**

Trustee Rothbaum moved and Trustee Clark seconded the **motion** to adjourn the June 14, 2017 Library Board meeting at 9:52 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe