

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
September 13, 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, Benjamin Hoyle, Bonni Rothbaum, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: Trustee Alexandria Contes and Sharon Schade.

**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 August Board Meeting were reviewed. Trustee Strutzel moved, and Trustee Valenti seconded **the motion**, that the minutes of the August 9, 2017 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**Trustee Schade enters the meeting at 7:32 p.m.**

**VI. TREASURER'S REPORT**

The Board reviewed the Treasurer's Report. Trustee Strutzel moved and Trustee Hoyle seconded **the motion**, that the Board approve the payment of bills for the month of September, 2017 in the amount of \$ 99,986.39 and the transfer of approximately \$ 321,500.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Strutzel, Clark, Schade and Valenti. NAYS: None. ABSENT: Trustee Contes.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of August. The library passed out 196 pairs of solar eclipse glasses on August 21<sup>st</sup> so patrons could safely view the solar eclipse. Many patrons waited in line for several hours. Dr. Christine Cosgrove presented DeFalme! Anti-Inflammatory Diets for Improved Health and Well Being on August 14<sup>th</sup>; there were 75 patrons in attendance. Kids joined Ronald McDonald on August 17<sup>th</sup> for a Booktime with Ronald McDonald; there were 47 patrons in attendance. Courtney Cosgriff's last day as PR/Marketing Coordinator was August 3<sup>rd</sup>; she worked at BPL for four years. Staff anniversaries were

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

also highlighted, noting a change regarding Julie Deeke, she has worked here for 29 years not 20 years. Director Jarzemsky highlighted meetings attended by staff. On August 11<sup>th</sup>, Christine Sporleder, Lisa Palmer, Tim Jarzemsky, Abby Budzynski and Charlie Wilson attended the SWANstravaganze at Moraine Valley Community College. Once again, the Ice Cream Social was a great success with over 1,200 patrons attending. Due to heavy rains, we moved the event indoors but that did not stop patrons from attending. Director Jarzemsky reviewed each departments' report with the Board. Kandy Jones, Heidi Knuth and Christine Sporleder attended Marquardt District #15, Erickson Information Day, Westfield Middle School Information day, Winnebago Open House and Winnebago Elementary Kindergarten Orientations in the month of August which allowed them to pass out library information and register children for library cards.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of August. Total Circulation was down by 4.1%. Books statistics were also down at 12,178 and last year at 12,847 for the month of August. eAudiobooks, CD-roms and equipment were up from last year. A marketing campaign placed a major role in the equipment statistics increasing; the equipment was promoted to the public via Facebook, Almanac, and a display in the Take 5 Zone. Hoopla, patrons, and usage statistics were also discussed.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – The CCTV Monitoring and Surveillance Policy is to be approved later in the agenda. Monitors are meant to record activities, we will not be activity viewing the feed. The cameras will be placed in a few locations around the library: by front doors, staff entrance, stairs, computer lab and Circulation desk. The work is 80% done and should be finished by the end of this week, early next week. There was recently a vandalized car in our parking lot which has increased the need for the cameras.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Carpet and paint update will be presented later in the agenda.

### **LIAISON REPORTS**

**LINC** – The agenda from the September 8<sup>th</sup> LINC meeting and minutes from the September 14<sup>th</sup> LINC meeting were discussed. This paints a nice picture of what is to come for the merger. The merger timeline was also discussed.

**VILLAGE** - No report.

## VII. REPORTS (Continued)

**FRIENDS OF THE LIBRARY** – The next Friends meeting is on Wednesday, October 25<sup>th</sup> 7 pm in Meeting Room B. The book sale flyer will be presented later on in the agenda.

**BIG** – The next BIG meeting is October 26<sup>th</sup> at School District 15. Director Jarzemsky and Nicole Swanberg, the new PR/Marketing Coordinator will attend. Director Jarzemsky invited one member of the Board to attend. Trustee Rothbaum stated she will attend if no one else wants too. An email from Jamie Schingoethe will be sent out regarding this meeting.

## VIII. UNFINISHED BUSINESS

### HOMOLA LETTER

Attachment F is minutes from a Bloomingdale Public Library's Board meeting from 1977, a letter from the library Board to Mrs. Marilyn Homola, information about Past Mayor Robert Homola and different plaques in the library. The library board 40 years ago motioned to name a room after past Village Mayor Robert J. Homola. This motion was overlooked and is now being discussed 40 years later. The Board discussed this letter at length. Based on this review, the following motion was made: Trustee Hoyle moved, and Trustee Rothbaum seconded **the motion**, that the Board approve the language of the plaque as states: This is dedicated to Robert J. Homola for serving the Village of Bloomingdale / Village Mayor 1973-1977 / Village Trustee 1971-1973 located in the Local History room. The motion carried by voice vote. A letter will be sent to the family regarding the plaque.

### PER CAPITA GRANT REQUIREMENTS

Director Jarzemsky reviewed the per capita grant requirements with the board. In order to continue receiving the grant, certain benchmarks are expected from the libraries to complete. Staff and Board trustees have certain requirements that need to be completed. More information will be presented to the Board in upcoming months; Director Jarzemsky will file the Per Capita Grant before the January deadline. We still have not received our grant money from last fiscal year. Board Trustees will review 1-5 of the "Trustee Facts File Third Edition". Library staff and Board Trustees will familiarize themselves with services provided by the Illinois State Library Literacy program. In a recent department head meeting, the safety standards by Standards for Illinois Public Libraries was discussed at length and our library was able to check every box. The library recently added a label to all phones at the library on directions to dial 911 in case of an emergency. Director Jarzemsky also invited the board to attend upcoming webinars hosted by RAILS.

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

### **APPROVAL OF CCTV MONITORING AND SURVEILLANCE POLICY**

Attachment H is the CCTV Monitoring and Surveillance policy; Director Jarzemsky presented the policy to the board. The purpose, scope of surveillance, responsibilities and related policies and procedures were discussed. Director Jarzemsky, Head of Computer Services, head of Circulation/Technical Services and the Maintenance Supervisor will have access to the system. Request for footage will only be approved by Director Jarzemsky. This video feed will not be monitored daily; this footage will only be used if an incident or crime is reported and we receive the proper paperwork in order to view it. The installation of the system is almost complete, work is except to be completed by the end of this week, early next week. The Board discussed the CCTV Monitoring and surveillance policy at length. Based on this review, the following motion was made: Trustee Rothbaum moved, and Trustee Strutzel seconded **the motion**, that the Board approve the CCTV Monitoring and surveillance policy. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Strutzel, Clark, Schade and Valenti. NAYS: None. ABSENT: Trustee Contes.

### **LOWER LEVEL CARPET AND PAINT UPDATE**

Attachment I is a memo to the Board from Director Jarzemsky regarding the lower level carpet and paint project update. Contractors for this project are; Ascher Brothers for the paint, Johnson Floor for the carpet, Hallet Movers for moving the shelves and Tiffany Nash lead architect from Product Architecture. Painting will begin on September 18<sup>th</sup>, carpet will begin October 2<sup>nd</sup> and all work will be completed by October 13<sup>th</sup>. The painters will work around everything. Nicole Swanberg, PR/Marketing Coordinator will put out a poster with paint colors and carpet samples. She will also post on our website and Facebook page with updates on the project. There will be slight patron impact as we have had to close the meeting rooms during this process. After this project is complete, the goal is to brighten up Youth Services.

## **IX. NEW BUSINESS**

### **LEGISLATIVE UPDATE**

Attachment J is a memo from Illinois Library Association regarding three new bills passed; House Bill 373, House Bill 547, Senate Bill 2068. House Bill 373 will allow Village library's more flexibility when they pass their levy each fiscal year. House Bill 547 raised the bid threshold amount to \$25,000 for bids at libraries, we are more even with park districts in pricing. Senate Bill 2068 does not apply to our library.

## **IX. ANNOUNCEMENTS**

Friends Book Sale- The Friends Fall Book Sale is next weekend September 23 and 24<sup>th</sup>. The meeting rooms have been blocked off all week for storage and preparation of the sale. We asked the public to wait until the week of the sale to donate books. Director Jarzemsky

**IX. ANNOUNCEMENTS (Continued)**

mentioned the Friends support and how great this event is for the community twice a year.

**X. ADJOURNMENT**

Trustee Rothbaum moved and Trustee Strutzel seconded the **motion** to adjourn the September 13, 2017 Library Board meeting at 8:34 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe