

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
APRIL 10, 2013**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Bonni Rothbaum, David Strutzel, and Linda Szramiak. Absent: Kelly Mallozzi. Also Present: Director Tim Jarzemsky, Village Trustee Jim King and Candidate Elect, Sam D'Amico.

II. APPROVAL OF MINUTES

The minutes of the March Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Strutzel seconded the **motion**, that the minutes of the March 13, 2013 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

III. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Strutzel moved, and Trustee Szramiak seconded the **motion**, that the Board approves the payment of bills for the month of April, 2013 in the amount of \$111,939.79 and the transfer of approximately \$264,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Clark, Gaertner and Rothbaum. NAYS: None. ABSENT: Trustee Mallozzi.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Breakfast and Brunch with Bunny that was held at the Bloomingdale Golf Club. He explained the reason why the date for the event was chosen and the wonderful response by patrons. Some of the programs held at the Library during March were the Snowflake Serenades Concert featuring the music of Trillium, "Healthy, and Radiant Skin at Any Age" program, and "Surviving Unemployment: Managing Your Finances Without a Paycheck." The Director reported that Jim Barnoski is retiring after twenty-seven (27) years of dedicated service. Jim's replacement, Mr. Kelly Cusack, will start at the Library in May and a transition period during that month will take place with Mr. Barnoski staying to train Mr. Cusack. Mr. Barnoski's retirement party is planned for April 25, 2013. He continued his review of his written report with the Board and discussed the various programs that were offered at the library. He noted that library staff is half way through the fiction inventory. In response to Trustee Gaertner's question, Director Jarzemsky explained the fiction inventory process. The Celebrate Reading Party planning has begun. Trustee Szramiak expressed her thanks to Julie Deeke for her help in explaining how to suspend her Shout Bomb service.

IV. REPORTS (Continued)

MONTHLY STATISTICS

The Board reviewed the statistics for the month of March. The circulation report shows that total circulation is down slightly over last year. The library's total holdings are 207,439 and there are 17,063 cardholders. E-Pay and databases statistics were reviewed.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – Report of March 22, 2013 Meeting – This item was tabled for discussion to Unfinished Business – Salary Structure – Finance Committee Report.

BUILDING AND GROUNDS – Fire Alarm System Completion – Directory Jarzemsky reported that the work on the fire alarm system is complete except for some areas that need covers for the alarms. The fire panel has a modern computer and software system. He explained the reasons for the delay in the completion of the system.

LIAISON REPORTS

LINC – No report.

VILLAGE - Village Trustee King reported on the results of the recent municipal election. He discussed the plans for the installation of the new officials. He reported on the various new businesses opening and the building and remodeling projects taking place within the Village. He stated that approval was granted for a carnival to be held at Stratford Crossings in May and June.

Removal from the Roll: Village Trustee King leaves the meeting at 8:00 p.m.

FRIENDS OF THE LIBRARY – Candidate Elect Sam D'Amico reported on the plans for the money raised at the Spring book sale.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, April 25, 2013 at Noon to be hosted by Lake Park High School District 108. Trustees Strutzel and Clark along with Director Jarzemsky plan on attending.

V. UNFINISHED BUSINESS:

FISCAL YEAR 2013/2014 BUDGET REVIEW

Director Jarzemsky stated that he is presenting a proposed draft budget tonight with approval scheduled for May. The budget is at the planning stage presently. He began the discussion on the expenses that are involved with personnel. He discussed the costs for health insurance and the proposed rate increases associated with this expense. The proposed budget highlights those items that are expected to increase and items that are expected to be decreased. He talked about the reasons for the increases and decreases of certain line items. He explained the increase in staff/Trustee training and education as it relates to planned conferences in the area. An increase is planned in the public information line item in order to market the library through different methods, including a new color printer. He explained the reason for the increase in copier/printing supplies and how the costs will be offset. He explained the reasons for increases in electronic game purchases and the e-book collection for adults and children. He reviewed the leased book system and the reasons for the increase in purchases of this media. He discussed the areas of reduction in material purchases. Director Jarzemsky stated that the Building Fund expenditures are planned at \$170,250.00. The overall operating budget planned for 2013/2014 is \$2,955,476.00. The overall budget for 2012/2013 was \$2,874,982.54.

He reviewed with the Board the estimated assessed value (EAV) statistics for 2012 and 2013 as presented in the home rule levies handout. The estimated assessed value of property continues to decline. He explained that for 2012, \$2,696,617.48 is going to be collected from property taxes. He explained that the tax rate has increased but the value of property has decreased. The tax assessor is predicting that the EAV will again drop in 2013 by 8%. The EAV may possibly increase in 2014 or 2015.

A list of proposed building fund projects was provided and reviewed with the Board. The projected building fund balance is \$736,994.00. Trustee Clark suggested that the downstairs men's bathroom counters be considered for updating. Director Jarzemsky stated that he will obtain a cost estimate. A discussion took place concerning the amount of revenue anticipated to be received and the need for a fund transfer of approximately \$223,408.00 to cover budgeted expenses. Director Jarzemsky discussed the amount of reserve funds available.

VI. UNFINISHED BUSINESS: (Continued)

SALARY STRUCTURE – FINANCE COMMITTEE REPORT

Director Jarzemsky described the Management Association of Illinois (MAI) salary structure evaluation process. A copy of the Library's Finance Committee meeting minutes was provided to the Board. He explained the terminology used within the MAI report and what the midpoint means in relation to the new salary structure. Director Jarzemsky stated that there is a need to keep the seniority structures intact. He explained that some positions above the new midpoint may see less or no adjustment. He stressed that it was important to keep exempt staff. He would not like to see staff lost to neighboring libraries. Exempt staff below the new midpoint should have salaries adjusted to the new midpoint if they have over so many years in seniority. A discussion took place concerning the salary categories. To implement the plan in its entirety, the increase to the budget would be approximately \$126,000. It was suggested that salary increases could be implemented after May, 2013. It was noted that no change to salary structure has occurred since 2007. Trustee Rothbaum stated that she would not want to lose staff, but there is a need to be fiscally responsible as well. Director Jarzemsky stated that the proposed MAI salary structure can be modified. Discussion took place concerning the amount of dollars that could be allocated for the changes to salaries and the timeline for implementation. It was proposed that cost estimates be provided on different salary scenarios for the next meeting.

VII. NEW BUSINESS:

EQUALIZED ASSESSMENT VALUE 2012

Director Jarzemsky stated that included in the meeting packet was the official document from DuPage County on the EAV and the 2012 TIF valuation for the Board's information.

NON-RESIDENT CARD PROGRAM

Director Jarzemsky stated that the Library does not sell many non-resident library cards. A library card can be purchased for one year and the cards will go on sale May 1. The homeowner non-resident library card fee is based on the Library's tax rate of .3271 multiplied by the assessed valuation of the property divided by \$100.00. A non-resident homeowner would be required to provide proof of the assessed valuation of their home by showing staff a copy of their most recent tax bill. A different method of calculating the fee for renters was also presented. The library's participation in the program will be reported to RAILS (Reaching Across Illinois Library System). Trustee Rothbaum moved and Trustee Clark seconded the **motion**, that the Board approves the 2013/2014 non-resident public library card fee program as presented. The motion carried by roll call vote. AYES: Trustees Rothbaum, Clark, Szramiak, Strutzel and Gaertner. NAYS: None. ABSENT: Trustee Mallozzi.

VII. NEW BUSINESS: (Continued)

RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FISCAL YEAR 2012/13

Trustee Rothbaum presented Resolution No. 2012/2013-3 entitled "Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, Du Page County, Illinois."

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

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 Clark, Szramiak, Strutzel, Rothbaum, and Gaertner. The following Trustees voted NAY: None. Absent: Trustee Mallozzi.

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, Du Page County, Illinois, which was done.

INVESTMENT OF PUBLIC FUNDS REPORT FOR JANUARY – MARCH

As mandated by state law, a discussion took place concerning the Library's investments as detailed in the written quarterly report. The report lists all investments, the location of the invested money and the market value.

TRANSFER TO BUILDING FUND

Director Jarzemsky asked for approval to transfer some of the General Fund reserves to the Building Fund. He is suggesting a transfer of \$100,000.00. A discussion took place concerning the estimated year end balance unspent in the budget. Trustee Szramiak moved and Trustee Strutzel seconded the **motion**, to approve the fund transfer of \$100,000.00 from the General Fund into the Building Fund. The motion carried by roll call vote. AYES: Trustees Szramiak, Strutzel, Rothbaum, Clark, and Gaertner. NAYS: None. ABSENT: Trustee Mallozzi.

FY 2013 PER CAPITA GRANT AWARD LETTER

The Library has been awarded a FY2013 Illinois Public Library Per Capita Grant in the amount of \$22,626.80. The State has been late in making payments of the grant dollars but it is anticipated that the funds should be received in October, 2013.

VII. NEW BUSINESS: (Continued)

AUDIT 2013

Director Jarzemsky stated that audit preparations by McGladrey, LLP are being readied. McGladrey may be contacting Board members to discuss the Library. The audit should be completed by July, 2013.

SALERNO DONATION LETTER

Director Jarzemsky informed the Board about the generous donation of \$1,200 by Joseph Salerno. The donation will be used to purchase a new Lego table for a Lego/Duplo play area and Lego programming for the children. He explained the plans to honor Mr. Salerno for his generous donation. The Board expressed their gratitude for his generous gift.

DIGITAL SIGNAGE PROPOSAL

Director Jarzemsky discussed the proposed digital signage proposals received for the purchase of three (3) digital monitors that would be placed throughout the library in order to provide an informational platform designed to display video, program events, calendar or messages. He discussed what can be done with the signage. He stated that staff recommends purchasing three (3) HP digital signs with content management software from TeamOne. Director Jarzemsky explained the reasons why staff chose TeamOne. This is a budgeted item, but he is asking for approval of the purchase based upon the receipt of the two (2) proposal quotes. Trustee Rothbaum moved and Trustee Strutzel seconded the **motion**, to approve the recommendation made by staff to purchase the digital signage equipment from TeamOne. The motion carried by roll call vote. AYES: Trustees Rothbaum, Strutzel, Szramiak, Clark, and Gaertner. NAYS: None. ABSENT: Trustee Mallozzi.

VIII. PUBLIC DISCUSSION:

IX. ANNOUNCEMENTS:

X. EXECUTIVE SESSION:

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 9:04 p.m. Trustee Rothbaum moved, and Trustee Szramiak 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 Rothbaum, Szramiak, Clark, Gaertner and Strutzel. NAYS: None. ABSENT: Trustee Mallozzi.

The Closed Session concluded at 10:20 p.m. at which time the regular meeting of the Board reconvened.

DIRECTOR’S SALARY FY 2013/2014

Trustee Szramiak moved and Trustee Clark seconded the **motion** that the FY 2013/2014 Director’s salary, as recommended in the Executive Session this evening, be approved. The motion carried by roll call vote: AYES: Trustees Szramiak, Clark, Rothbaum, Strutzel and Gaertner. NAYS: None. ABSENT: Trustee Mallozzi.

XI. ADJOURNMENT:

Trustee Szramiak moved and Trustee Rothbaum seconded the motion to adjourn the April 10, 2013 Library Board meeting at 10:22 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones