

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
JUNE 12, 2013**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:35 p.m. Trustees present: Sam D'Amico, Milton Clark, Bonni Rothbaum, and David Strutzel. Absent: LeRoy Gaertner, Kelly Mallozzi, and Linda Szramiak. Also Present: Director Tim Jarzemsky, Sean Luster, Department Head of the Computer Services Department, and Village Trustee Jim King.

**II. APPROVAL OF MINUTES**

The minutes of the May Board Meeting were reviewed. Trustee Strutzel moved, and Trustee D'Amico seconded the **motion**, that the minutes of the May 8, 2013 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

At this point in the meeting, Director Jarzemsky asked that the New Website Design Demo under New Business be discussed following approval of the Treasurer's Report. The Board agreed to the change to the agenda.

**III. TREASURER'S REPORT**

The Board reviewed the Treasurer's Report. Trustee Strutzel moved, and Trustee Clark seconded the **motion**, that the Board approves the payment of bills for the month of June, 2013 in the amount of \$120,587.79 and the transfer of approximately \$276,600.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Clark, D'Amico, and Rothbaum. NAYS: None. ABSENT: Trustees Gaertner, Mallozzi, and Szramiak.

**VI. NEW BUSINESS**

**NEW WEBSITE DESIGN DEMO**

Director Jarzemsky introduced Mr. Sean Luster, Department Head of the Computer Services Department. Mr. Luster explained that a website design team has been meeting and working on upgrading the Library's website. Every department provides input to the website. The current website was initiated in 2006. He provided examples of the differences between the current and the new proposed website. It was noted that the directory has been shortened but the same features have been maintained. He demonstrated and described some of the new design elements and explained that styles, colors, tag lines, fonts and size are consistent throughout the design. Trustee D'Amico asked if there was a link to the Friend's website and Mr. Luster responded in the affirmative. There is a need to coordinate the changes with LINC, but it is anticipated that the newly designed website will go live in a month. Director Jarzemsky discussed the work that the Computer Services Department has been doing in training Village employees on their recent Microsoft computer upgrades. Village employees have been taking beginning and advanced classes since March. Director Jarzemsky stated that the Library's goal is to work with municipal government and this is one way to give back to the Village for the different ways that the Village has helped the Library. The Board thanked Mr. Luster for an informative demonstration.

#### **IV. REPORTS**

##### **LIBRARIAN**

Director Jarzemsky updated the Board on the Summer Reading program. The program started in June with 235 adults, 81 young adults, and 565 children participating. He discussed the success of the Free Comic Book Day. He reported on the other programs that took place in May. He stated that Mr. Kelly Cusack has begun working as Head of the Maintenance Department and will be available to meet with the Board in July. He stated that six staff members from the Circulation/Technical Services Department attended a "Reaching Forward" Conference in Rosemont and their comments on the presentation are included in his report. He discussed the various departmental reports. He informed the Board that thanks to the generosity of the Friends of the Bloomingdale Public Library and the Bloomingdale Lions Club, the outdated CCTV low vision reader has been replaced with a new state-of-the-art model. An article on their generous contributions will appear in the Village's Almanac. E-reader clinics continue and staff has been very busy with going to schools and hosting the Celebrate Reading parties. The first grade students enjoy these parties tremendously.

##### **MONTHLY STATISTICS**

The Board reviewed the statistics for the month of May. Circulation decreased by two percent (2%) over last year's numbers.

##### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – Grants Received – The library has received two (2) grants. The Universal Service Support (also known as eRate) grant provides public library discounts on telephone services. This grant provides a savings of approximately \$4,000 in telecommunication costs. The Office of the Secretary of State has granted the Library a FY2013 Illinois Public Library Per Capita Grant in the amount of \$22,626.80, which will be used to add to the Library's collections.

**BUILDING AND GROUNDS** – New Head of Maintenance – Mr. Cusack will attend the meeting in July.

#### **IV. REPORTS (Continued)**

##### **LIAISON REPORTS**

**LINC** – No report.

**VILLAGE** - Village Trustee King reported on the various new businesses opening and the building and remodeling projects taking place within the Village. He stated that the focus has been on the new Mayor and Trustees and helping them to understand the workings of the Village.

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

**FRIENDS OF THE LIBRARY** – The next meeting of the Friends of the Library will be July 17, 2013 at 7:00 p.m. Trustee D'Amico reported that the vision reader is in place thanks to the efforts of the Friends and the donation of the Bloomingdale Lions Club.

**BIG** - No report.

#### **V. UNFINISHED BUSINESS:**

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

President Rothbaum presented Resolution No. 2013/2014-2 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 Clark moved and Trustee D'Amico 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 Clark, D'Amico, Strutzel, and Rothbaum; the following Trustees voted NAY: None. Absent: Trustees Gaertner, Mallozzi and Szramiak.

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.

## **VI. NEW BUSINESS:**

### **ILA CONFERENCE**

The ILA Annual Conference Trustee Day will take place on Wednesday, October 16, 2013. The conference will be held at Chicago's Navy Pier. The Library will pay the costs to attend the conference if any member of the Board wishes to attend. If board members would like to attend, they should contact Director Jarzemsky. Trustees Clark and Rothbaum expressed interest in attending.

### **2014 PER CAPITA GRANT REQUIREMENTS**

Director Jarzemsky explained the FY2014 requirements for the Illinois Public Library Per Capita and Equalization Aid Grants. The grant report needs to be filed before September 1. He explained the reasons why the State requires the Board to participate in the grant process. He stated that the State's requirement of the Board is an environmental scan of the community which the Board had done as a part of their long range planning. Further discussion on the requirements will take place at the July meeting.

### **NEW WEBSITE DESIGN DEMO**

The Board approved the change to the agenda and Mr. Luster's demonstration took place following the approval of the Treasurer's Report.

### **LEGISLATIVE UPDATE**

Director Jarzemsky stated that as Chairman of the Illinois Library Association (ILA) Legislative Committee, there are two legislative initiatives that the ILA has been working towards. The first deals with the concealed carry law which has passed the Illinois General Assembly but the Governor has not signed as yet. Individuals would not be allowed to bring a concealed weapon into the library and other designated locations. The second important piece of legislation deals with the full funding of the Per Capita Grant.

### **PARK DISTRICT PROGRAM**

Director Jarzemsky provided information on a new Park District program, the Walking Book Club. The Library has partnered with the Park District by providing copies of books, along with background information, so residents participating in the Park District's walking club can have an informal book discussion. He discussed the ways that the Library has been working with the Park District.

### **LIBRARY ARTICLE**

Director Jarzemsky stated that included in the Board packet is an interesting article on the public's perception of Libraries. It deals with an interesting study on how parents depend upon the library.

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

**DIGITAL SIGN SYSTEM**

The Board approved the purchase of the digital sign system in April. The system will be installed in three areas within the library with each area having its own focus. Director Jarzemsky explained where the systems will be located and what is planned to be put on display. The Business Office and staff will be responsible for putting the information onto the system. The system is planned to be mounted in July.

**VII. PUBLIC DISCUSSION:**

Trustee Clark commented on the Memorial Day Event and how the event has grown in attendance over the years. He thanked the Library staff who participated and made the tribute to those who served and died for the nation such a worthwhile remembrance.

**VIII. ANNOUNCEMENTS:**

Director Jarzemsky stated on Friday, June 14 from Noon to 1:00 p.m., the “Neverly Brothers” will perform at the first Gazebo Summer Concert.

**X. ADJOURNMENT:**

Trustee Rothbaum moved and Trustee D’Amico seconded the motion to adjourn the June 12, 2013 Library Board meeting at 8:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Irene M. Jones