

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 11, 2013**

ATTACHMENT A  
10/9/2013

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:33 p.m. Trustees present: Milton Clark, Sam D'Amico, LeRoy Gaertner, Kelly Mallozzi, Bonni Rothbaum and David Strutzel. Absent: Trustee Linda Szramiak. Also Present: Director Tim Jarzemsky, Village Trustee Jim King and Department Head of Circulation and Technical Services, Kandice Krettler.

Director Jarzemsky requested that the Circulation Department Report under New Business be presented following the review of the Treasurer's Report. The Board agreed to this change to the agenda.

**II. APPROVAL OF MINUTES**

The minutes of the August Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Gaertner seconded the **motion**, that the minutes of the August 14, 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 Mallozzi seconded the **motion**, that the Board approve the payment of bills for the month of September, 2013 in the amount of \$59,126.90 and the transfer of approximately \$213,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Mallozzi, D'Amico, Gaertner, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

**VI. NEW BUSINESS:**

**CIRCULATION DEPARTMENT REPORT**

Director Jarzemsky introduced Ms. Kandice Krettler, Department Head of the Circulation and Technical Services Department. Ms. Krettler updated the Board on the Department's activities and the staff. She thanked the Board for their action approving a new Circulation Policy. She explained that staff has been conducting an inventory of the Library's holdings and making a list of possible lost or missing items for possible replacement. The entire inventory of the library collection will be done. She described the new DVD Genre Reclassification Project currently taking place. She provided the Board with a handout outlining the project. Staff will be looking at the entire DVD collection and determining which genre the DVD would fall under based upon information gained from two websites – Internet Movie Database (IMDB) and Midwest Tapes. She explained the different genres that were selected. Designated colors would be assigned to each genre and the appropriate color indicating the genre would be placed on spine label of the DVD. She stated that November 1<sup>st</sup> is the completion goal date to having all adult fiction DVD's labeled and then moved accordingly. She explained the different ways patrons will be educated on the new system.

Removal from the Roll: Ms. Krettler leaves the meeting at 7:48 p.m.

#### **IV. REPORTS:**

##### **LIBRARIAN'S REPORT**

Director Jarzemsky reported on the highlights of events taking place at the Library during the month of August which included information on the last Sunshine Serenades concert performed by Run 4 Covers and Movie Night at the Library. The Bloomingdale Teen Music Fest, a co-sponsored event by the library and the Bloomingdale Park District, was very well received with 212 people in attendance. With the resignation of Ms. Shauna Porteus, the business office has been reorganized. The office will be closed in the evenings. Ms. Juriana Salinas will become the office manager with more assigned responsibilities. Director Jarzemsky will be looking at hiring an individual to take over the marketing duties. The Circulation Department will help with the phones and faxing requests. Director Jarzemsky reviewed the reports and statistics from the various departments. Pictures of the Teen Music Fest were included in his report with additional photos available on the Library's Facebook and Flickr pages. Also included in his report was a picture of Mr. Joe Salerno along with his two grandchildren at the Lego Madness Event held on August 5th. Mr. Salerno generously donated \$1,000 to the library for the Lego program. The Board was very appreciative of his donation.

##### **MONTHLY STATISTICS**

The Library statistics show a circulation that was slightly over 1% compared to last August, 2012. A change was made to the reporting method for AV material. The AV materials have been broken down into their own categories.

##### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Director Jarzemsky reported that the window at the end of the non-fiction area has been replaced and the concrete ramp replacement has been completed with the stainless steel railing to be installed shortly.

##### **LIAISON REPORTS**

**LINC** – Report of September 5 - Director Jarzemsky reported on the September 5<sup>th</sup> Governing Board meeting with further discussion under Unfinished Business – LINC By-Laws Change.

**VILLAGE** – Village Trustee Jim King reported on the recent Board approval of the purchase of iPads for the Village Board, Plan Commission members and certain staff members. He explained the reasons behind the need to purchase this Village equipment. He provided updates on local business happenings and various changes occurring within the Village. He extended an invitation to the Library Board to attend the Indian Lakes Open Space meeting to be held on Thursday, October 17, 2013 at 7:00 p.m. at the Bloomingdale Golf Club. The Village is asking for public feedback on the design plans for the 35-acre site. The Village is also seeking volunteers to participate in an Ad Hoc Advisory Committee to meet and to participate in further discussions on the detailed design plans.

Removal from the Roll: Village Trustee King leaves the meeting at 8:12 p.m.

**FRIENDS OF THE LIBRARY** – Trustee D’Amico stated that the Friends Fall Book sale would be taking place on September 14 and 15<sup>th</sup>. Volunteers are needed to help with the sale.

**BIG** - No report.

**V. UNFINISHED BUSINESS:**

**LINC BY-LAWS CHANGE**

Director Jarzemsky provided information on the history of the LINC consortium and the present governing structure. He discussed the proposed by-law revisions. The Board reviewed a copy of the by-law revisions which was included in the Board meeting packet. Director Jarzemsky stated that it is proposed that LINC be governed by only one Board comprised of the nine (9) Library LINC member Library administrators rather than Library Board members. The audit process will remain the same. The budget for the consortium will be given to each library board for approval as has been the past practice. The LINC by-law revisions will need approval by each Library member. Director Jarzemsky would be a member of the governing board upon approval of the change. Trustee Mallozzi moved, and Trustee Clark seconded the **motion**, that the Board approve the LINC by-law revisions as presented. The motion carried by roll call vote: AYES: Trustees Mallozzi, Clark, D’Amico, Gaertner, Strutzel and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak

**PHONE SYSTEM – AWARD CONTRACT**

Director Jarzemsky discussed the need for the upgrade to the phone system and what was proposed. Three (3) companies were asked to look at the current system and submit a proposal for the upgrade. Based upon receipt of the quotes, Sound Incorporated, the current system vendor, submitted the lowest proposal at \$16,599.44 and was being recommended to be awarded the contract. Money for the upgrade was budgeted in the Building Fund. Discussion took place concerning the use of cellular phones and voice mail.

Trustee Rothbaum moved, and Trustee Gaertner seconded the **motion**, that the Board approve the proposal dated August 19, 2013 from Sound Incorporated in the amount of \$16,599.44 for the upgrade of the existing digital phone system to a VoIP (Voice over

Internet Protocol) system. The motion carried by roll call vote: AYES: Trustees Rothbaum, Gaertner, Mallozzi, Clark, D'Amico and Strutzel. NAYS: None. ABSENT: Trustee Szramiak

**VI. UNFINISHED BUSINESS: (Continued)**

**APPROVE NEW SALARY SCALE**

Director Jarzemsky distributed a salary structure analysis completed by the Management Association of Illinois along with background information. He stated that a discussion took place by the Board concerning salary adjustments in May 2013. He is recommending that the Board review and address the current salary structure. A discussion took place on how to adjust salaries to be comparable to other libraries in the area. Money has been placed in the budget. The maximum and minimum salary scale has not been adjusted since 2008. There is a need to remain competitive. Director Jarzemsky outlined the new proposed salary structure of a 3% adjustment for all staff. Based upon the discussion, Trustee Gaertner moved and Trustee D'Amico second the **motion** that the Board approve the new salary structure as presented. The motion carried by roll call vote: AYES: Trustees Gaertner, D'Amico, Rothbaum, Mallozzi, Clark and Strutzel. NAYS: None. ABSENT: Trustee Szramiak

**VI. NEW BUSINESS:**

**CIRCULATION DEPARTMENT REPORT**

Discussion on the Circulation Department Report took place following the approval of the Treasurer's Report.

**ON THE SAME PAGE**

Director Jarzemsky discussed the "On the Same Page" community read program taking place with the Itasca and Roselle Public libraries. The book chosen for the "On the Same Page" read is "The Night Circus." A list of the October 2013 programs for the community read was included in the Board packet. The events will be promoted in the Village Almanac and the digital sign systems in the Library.

**STAFF IN-SERVICE – SEE AGENDA**

Director Jarzemsky stated that the Library will be closed on Friday, September 27, 2013 for the Staff In-Service Day. An agenda for the day was included in the Board packet. The Board members are invited to attend. Director Jarzemsky discussed the program to be given by the Bloomingdale Police Department. Staff will be given a presentation on dealing with patrons that have mental health issues. A library trivia contest is proposed and a book discussion of "The Night Circus." Trustees Rothbaum, Gaertner and Clark plan to attend.

## **L.E.D. PARKING LOT LIGHTS – VILLAGE AND LIBRARY COOPERATION**

Director Jarzemsky explained that the Village is the lead agency in obtaining potential grant funding for outdoor area lighting improvements for the Village Hall, gazebo area and Library parking lots. The present lights would be upgraded to L.E.D. A discussion took place on the costs to the Library and the savings with the changes. The program would be included in the budget for next year. The Village and Library would be partners in the proposed project.

### **VI. NEW BUSINESS: (Continued)**

#### **WRITERS WORKSHOP DONATION**

Director Jarzemsky reported that unfortunately the Writers Workshop has disbanded. The group met at the Library for many years. A donation in the amount of \$1,000.00 was presented to the Library by the former Writers Workshop. The generous donation was gratefully acknowledged by the Board. Director Jarzemsky plans to ask the Department Heads for input on how the money should be spent.

#### **APPROVAL OF CONFERENCE ROOM/COMPUTER LAB CHAIRS**

Director Jarzemsky provided examples of the proposed new chairs for the Conference Room and Computer Lab. The current chairs were purchased in 1996. President Rothbaum and the Director met with Library Furniture International to review the many options available. Examples of possible chair colors were shown as well as chair materials. For the computer lab, some chairs will have arms and some will not. Trustee Mallozzi moved, and Trustee Strutzel seconded the **motion**, that the Board approve the purchase of Conference and Computer task chairs from Library Furniture International in the total amount of \$14,731.00 as presented. The motion carried by roll call vote: AYES: Trustees Mallozzi, Strutzel, D'Amico, Gaertner, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

#### **WEST POINTE HOMEOWNERS LETTER**

Director Jarzemsky provided a copy of the letter sent to the Bloomingdale West Pointe Estates Homeowner's Association in response to their letter dated August 26, 2013 in regards to rising property taxes. He stated that the Library Board passed a flat 2013 tax levy with no increase over 2012. He stated that he would be willing to discuss the matter with the residents.

### **VII. PUBLIC DISCUSSION:**

Trustee D'Amico reminded the Board that the Friends of the Library Book sale will be taking place on Saturday, September 14 and Sunday, September 15.

**VIII. ANNOUNCEMENTS:**

**IX. 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 9:01 p.m. Trustee Rothbaum moved, and Trustee Struzel 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, Struzel, Clark, Mallozzi, D'Amico and Gaertner. NAYS: None. ABSENT: Trustee Szramiak.

The Closed Session was concluded at 9:06 p.m. at which time the regular meeting of the Board reconvened.

**STAFF SALARY SCALE**

Trustee Rothbaum moved and Trustee Struzel seconded a **motion** to approve the new 2013/14 Salary Scale and Salary adjustments as presented in the Executive Session. The motion carried by roll call vote. AYES: Trustees Rothbaum, Struzel, Clark, Mallozzi, D'Amico and Gaertner. NAYS: None. ABSENT: Trustee Szramiak.

**X. ADJOURNMENT:**

Trustee Gaertner moved and Trustee Clark seconded the motion to adjourn the September 11, 2013 Library Board meeting at 9:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

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Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Irene M. Jones