

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
February 13, 2019**

**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: Alexandria Contes, Benjamin Hoyle, Bonni Rothbaum, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: Trustees Jeremy Heitkam and Sharon Schade.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

The agenda of the February Board Meeting were reviewed. Trustee Valenti moved, and Trustee Strutzel seconded **the motion**, that the agenda of the February 13, 2019 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the January Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the minutes of the January 9, 2019 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 Strutzel seconded **the motion**, that the Board approve the payment of bills for the month of February, 2019 in the amount of \$80,902.35 and the transfer of approximately \$235,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Strutzel and Contes. NAYS: None. ABSENT: Trustees Schade and Heitkam.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of January. Beginning winter break through January 31<sup>st</sup>; patrons, staff, schools and community groups were asked to make Valentines for Veterans that are stationed in Afghanistan and Iraq or are patients in Hines Hospital. Director Jarzemsky thanked Kandy Jones, School Liaison, for her hard work on this program. 194 valentines were made. 98 patrons enjoyed "Animal Quest" on January 21<sup>st</sup>, the large crowd enjoyed learning and petting many animals including an exotic Patagonian Cavy. 20 patrons attended "Joan & Bette; Bette & Joan" on January 28<sup>th</sup>. This one-woman show; composed and performed by Jillann Gabrielle. It features the famous feud between Better Davis and Joan Crawford. 41

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

patrons attended “Forging a President: How the Wild West Created Teddy Roosevelt” on January 8<sup>th</sup>. No new hires or staff updates for January.

**Addition to Roll: Trustee Sharon Schade enters meeting at 7:36 p.m.**

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of January. Total Circulation was at 19,861. eMagazines and eBooks were up and DVDs were slightly down. Books were slightly down for the month but this is due to the bad weather.

### **STANDING COMMITTEES**

**PERSONNEL** – The Personnel Committee met, the committee will present their findings later on in the agenda.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – A discussion about Room D will be presented later on in the agenda.

### **LIAISON REPORTS**

**SWAN** – Minutes from the February 5<sup>th</sup> SWAN Committee of the Whole Meeting were provided. Membership fees were discussed at the meeting; fees will go up in the near future, as there is a reduction in funding from RAILS. There is a new library joining SWAN, Green Hills Public Library District. SWAN now has 98 members. An overview of the budget was discussed at the meeting. BPL paid \$36,688 in FY 2018-2019 in SWAN fees. Next FY, BPL will pay \$40,646. In an effort to gain knowledge on the patrons perspective, SWAN will conduct a strategic plan to increase presence. There is a membership meeting in March, Director Jarzemsky will attend.

**VILLAGE** – Trustee Valenti gave a verbal report.

**FRIENDS OF THE LIBRARY** – Trustee Contes turned over the Friends announcements to Trustee Valenti as she is the new President of the Friends of Library. Trustee Valenti will be meeting with the new officers in February.

**BIG** – BPL hosted the last BIG meeting. We provided Honey Baked Ham boxed lunches and dessert from Chicago Pastry. Director Jarzemsky is working closely with Mike Hovde and the Bloomingdale Township Mental Health Board helping with meeting room space for nonprofits who received the grant. In the near future, BPL will be the host for RESPITE training. This is a resource for care givers of individuals with special needs who may need

## VII. REPORTS (Continued)

a break after caring for someone 24/7. BPL will not be providing the training, just providing the space needed for the training. BPL will continue to partner with the Mental Health Board. The next BIG meeting is in April.

## VIII. UNFINISHED BUSINESS

### **BOILER REPLACEMENT- AWARD CONTRACT**

Attachment F is a letter from DLA Architects with an update regarding the Bids and company selected for the project. On February 6<sup>th</sup>, 13 bids were submitted and opened. General Mechanical of Roselle, IL was the lowest bid. An email is provided from General Mechanical to Steve Wright at DLA Architects confirming they've reviewed the proposal and General Mechanical feel comfortable with the bid submitted and time frame provided. The boiler replacement project will begin May 2019 and finish in June of 2019. Following the review of the bids, DLA Architects recommend that the Board accept the bid and award the project to General Mechanical for the base bid plus allowance for a total amount of \$171,890. Based on the information, Trustee Contes moved and Trustee Strutzel seconded **the motion** to approve and award the boiler contract to General Mechanical in the amount of \$171,890. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Strutzel, Contes and Schade. NAYS: None. ABSENT: Trustee Heitkam.

## IX. NEW BUSINESS

### **SET MAX RAISE FOR FY 2019/2020**

The minutes of the Personnel Committee meeting of February 8, 2019 were included in the Board packet as attachment G. The determination of the percentage of raises is a necessary component of the budget process. The salary program is a combination of the cost of living and merit raises. Director Jarzemsky explained how raises are given to employees and how employees can receive a higher raise based on evaluation scores. The data provided included recent inflation data, industry and cost of living figures. A history of past raises was also included. Information was provided about the Senate Bill 1- Minimum Wage Increase. The Library will take necessary steps to prepare for this change, in the future this will change how raises are provided, however nothing will be effected this upcoming FY. Trustees Contes and Hoyle met as the Personnel Committee and a discussion took place concerning the data provided. The recommendation is 3%. Trustee Rothbaum moved and Trustee Valenti seconded **the motion**, to approve a maximum raise of up to 3% for fiscal year 2019/2020. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Strutzel, Contes and Schade. NAYS: None. ABSENT: Trustee Heitkam.

### **CHANGE TO PREVAILING WAGES ACT**

An email was provided by Robbins Schwartz regarding the Changes to the Prevailing

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

Wage Act lessens burden on public bodies. The library will no longer have submit an annual notice regarding prevailing wages. Previously, we were required to pass a resolution and publish this information via newspaper and website.

### **IMET TOLLING AGREEMENT**

Attachment I is an extension to the tolling agreement signed by Director Jarzemsky and IMET attorney. This agreement protects our rights from the First Farmers fraud that happened in 2014.

### **APPROVE PINE LANDSCAPE CONTRACTS**

The library uses an outside contractor for landscaping services; weekly lawn maintenance, mulch installation, summer flower planting and fall mum planting. Trustee Contes moved and Trustee Valenti seconded **the motion**, that the Board approve Pine Landscaping contracts for 2019. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Strutzel, Contes and Schade. NAYS: None. ABSENT: Trustee Heitkam.

### **NEW PHONE LINES**

We have a number of AT&T contacts that will expire on July 1, 2019. These include a PRI - T1 for our NEC phone system, 5 copper lines that are required for our two elevators, two back-up lines, and a line for our HVAC system. Additionally, we pay for local and long distance. The PRI-T1 circuit is slowly being phased out and is no longer competitive in terms of pricing. The industry is moving to a hosted solution where the phone system is not on our premises but in the cloud. The idea of a capital expense for a physical phone system with contact for local and long distance is being replaced, the newer model is a subscription service where all cost are bundled up in a monthly price. Under this scenario, we would sign a three year contract with guaranteed rates, we would get new VOIP phones that have all the latest features, we would get all software updates free, we would also get local and long distance as well. There also are no service contact costs as the phone system is in the cloud. Our current phone system will be seven year old and NEC is no longer supporting the software. It is the recommendation of Director Jarzemsky that we begin pricing options for a new-hosted solution. Sean Luster, Head of Computer Services, and Director Jarzemsky have had initial conversation with two trusted phone vendors (Sound Inc. and Call one) and we would be able to install a new hosted solution that will be less costly than our current phone system costs. Director Jarzemsky will provide a review of pricing at the March Board meeting where the Board can approve the lowest cost option.

### **D-ROOM MAKERSPACE PROJECT REVIEW**

Attachment L is an update on the Room D/ Makerspace Project in Youth Services. It has examples of what the room could look like was provided by Tiffany Nash at Product Architecture & Design. The project would come out of the library building fund. Since we

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

have a large cost with the boiler replacement in FY 19/20, the plan is space the project out between to FY's, starting March of 2020 until May 2020. Director Jarzemsky will have more updates in the future.

### **PROPOSED STRATFORD SQUARE T.I.F**

Attachment M is a notice from the Joint Review Board for the proposed Village of Bloomingdale tax increment finance redevelopment area No6. This notice is a creation of a TIF. The proposed TIF district contains approximately 144 acres and the area includes Stratford Square Mall and adjacent properties, south of Schick road and east of Gary Avenue, north of West Army Trail Road and west of Springfield Drive. This will have no impact to the Library. On Wednesday, February 6<sup>th</sup>, there was meeting at the Village, Director Jarzemsky attended. On March 11<sup>th</sup>, there is a public hearing anyone can attend. TIF's typically last 23 years.

### **BEST OF BLOOMINGDALE**

Director Jarzemsky invited the Board and Beth Dover, the new PR/Marketing Coordinator, to attend the Best of Bloomingdale awards. Tim will send an email to RSVP.

### **SPECIAL EVENTS CALENDAR 2019**

The Special Events Calendar for 2019 was reviewed and a recap of all the major special events was given. It was noted that special events are subject to change. Winter Reading program will be added to the document.

### **FOOD FOR FINES**

The Food for Fines program will run from April 2<sup>nd</sup> through April 27<sup>th</sup>. The food collected will be given to the Bloomingdale Food Pantry. The library cannot accept perishable goods; Director Jarzemsky detailed the items that can be accepted. The library staff will remove \$1 worth of fines from your record for every non-perishable food item or personal health and hygiene item. Trustee Valenti moved and Trustee Rothbaum seconded **the motion**, to approve the Food for Fines. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Strutzel, Contes and Schade. NAYS: None. ABSENT: Trustee Heitkam.

## **X. ANNOUNCEMENTS**

**Love Our Veterans Collection-** During the month of February donations of Move in Essentials will be accepted at the Bloomingdale Village Hall, Library, Fire Department, and Park District. Donated items will be provided to Veterans who are exiting homelessness. Beth Dover, PR/Marketing Coordinator is the point person for the Library. An update from her will be provided in the future.

**X. ANNOUNCEMENTS (Continued)**

**Annual Planning Meeting on Saturday, February 23<sup>rd</sup> in Conference Room-** A reminder about the upcoming annual board planning meeting. A light breakfast from Panera will be served.

**XIV. ADJOURNMENT**

Trustee Rothabum moved and Trustee Valenti seconded **the motion** to adjourn the February 13, 2019 Library Board meeting at 9:04 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe