

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MARCH 11, 2009**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m. Trustees present: LeRoy Gaertner, Elaine Mitchell, Bonni Rothbaum, Sonia Singh, David Strutzel, and Linda Szramiak. Absent: Milton Clark. Also Present: Director Tim Jarzemsky, Julie Keating, Adult Services Department Head and Village Trustee Judi Von Huben.

Director Jarzemsky asked that the agenda item under New Business, Adult Services Report, be moved to after the Monthly Statistics Report. The Board agreed to this change in the agenda.

**II. APPROVAL OF MINUTES**

The minutes of the February Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, that the minutes of the February 11, 2009 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 Szramiak moved, and Trustee Gaertner seconded the **motion**, that the Board approve the payment of bills for the month of March 2009 in the amount of \$63,412.65 and the transfer of approximately \$201,513.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Strutzel, Singh, Rothbaum, and Mitchell. NAYS: None. ABSENT: Trustee Clark.

**IV. REPORTS**

**LIBRARIAN**

Director Jarzemsky stated that he has been working on preparing the new budget. Circulation continues to be up and a number of exciting programs took place. The CPR training provided by firefighter and paramedic, Jeff Skelley, was well attended. The holiday related programs for Valentine's Day were well attended as well.

**MONTHLY STATISTICS**

The Board reviewed the statistics for the month of February. The status of the e-pay program was discussed. The statistical breakdown in the report shows that circulation has increased in all materials. The holdings of the library have increased over last year. Currently, the number of cardholders is 15,959.

## **VI. NEW BUSINESS:**

### **ADULT SERVICES REPORT**

Ms. Julie Keating, Department Head of Adult Services, was present to discuss the role of the Adult Services Department within the Library. She provided the Board with a written overview program on her presentation that evening. She introduced each staff member and their position and function in the Department through the use of trading cards. The cards featured each staff member with their picture, job title, and duties. In addition, the cards provided an interesting fact about the individual. She explained the services provided within the Department by reviewing the cards with the Board. The Board was able to have a clear and better understanding of the function of the Department because of this clever presentation by Ms. Keating. She also provided the Board with a brochure on the Research Databases available at the library and why they are so valuable to the patrons especially students and businesses that need to do research. The databases are also convenient to use since patrons can access them remotely through the internet. The Board thanked Ms. Keating on her presentation.

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

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Director Jarzemsky stated that the ornamental light fixtures will be installed in the Youth Services area in about three weeks. This will be the final piece of the renovation project.

### **LIAISON REPORTS**

**LINC** – Trustee Szramiak reported that the Wednesday, April 1 LINC meeting will be held at the Library. The meeting starts at 7:00 p.m. but an informal gathering takes place at 6:30 p.m. If any Trustee wishes to attend, please let Ms. Krettler in the office know.

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

##### **LIAISON REPORTS**

**VILLAGE** - The Board warmly welcomed Trustee Von Huben back. Trustee Von Huben reported that Fancy Foods is finally open. A CVS Pharmacy will be moving into the old Sears Hardware store location on corner of Lake Street and Bloomingdale Road. Two new buildings are being built on the former Tower Records site on Army Trail Road. They will hold a mix of stores and restaurants. The Killshot Racket Ball Club has been torn down to make room for townhomes. A church is moving into the former Kinder Care building off Edgewater and Glen Ellyn Road. No changes to report at Stratford Square. A road construction meeting is scheduled for Wednesday, April 8, 2009 at 6:00 p.m. at the Library on the proposed County road improvements for Bloomingdale Road. The County will be sending out letters to those residents and businesses that will be impacted by the project. The Village is working on obtaining a grant for the Schick Road roadway improvements. In response to questions about proposed road projects within the Village this summer, Trustee Von Huben responded that she will be able to report more after the budget meetings. The Library Board wanted her to know that the Village did an excellent job of snow removal this past winter.

**FRIENDS OF THE LIBRARY** – Director Jarzemsky reported that the Friends Book Sale will take place on Saturday, March 14 from 9:00 a.m. to 3:00 p.m. This will be the Friends first late winter/early spring book sale. It will take place in the downstairs A/B meeting rooms. A craft sale will also take place with all proceeds being donated to the Library. It was suggested a bookmark be placed in books being checked out from the Library advertising the Friends Book Sale.

**BIG** - The next meeting of the Bloomingdale Intergovernmental Group will be on April 23, 2009.

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

##### **LIBRARY LOGO**

Director Jarzemsky stated that a meeting was held to come up with ideas to update the Library's logo and tag line. There is a desire to have a new updated logo in line with the new interior renovations recently completed at the Library. The new logo will also appear on the Library's updated website as well. The Board reviewed a number of proposed logos and tag lines. They discussed their choices. The logo will be done in color and black and white. The Board was in agreement on their choices. Their choices will be given to staff for their input. Final approval of the logo and tag line will take place at the April meeting.

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

### **LIBRARY SURVEY**

Director Jarzemsky distributed a copy of the proposed library survey. He asked that the Board review the survey and point out any errors and/or possible objections to any of the questions. He would like to make the survey available to patrons in April. After the survey has been completed, the data will be compiled and evaluated. This should take place in April and May. It was pointed out that answers with circles require that the patron choose one answer while those with squares would allow for more than one response. Patrons will be allowed to change their answers. The survey takes approximately eight minutes. The survey will help determine the long range plans for the Library. There are no required questions. It was suggested that in response to the question about joining the Friends, the email address be confirmed by entering again.

## **VI. NEW BUSINESS:**

### **TENTATIVE BUDGET**

Director Jarzemsky distributed the tentative budget which does not include salaries. The items highlighted in yellow indicate increases or decreases. He discussed these items with the Board. It was noted that contracts with online database vendors were renegotiated by Julie Keating that resulted in considerable savings to the library. Director Jarzemsky discussed the reasons for changes to material purchases.

### **TAX LEVY INFORMATION**

Director Jarzemsky distributed a copy of the library's levy history and reviewed same with the Board. He stated that the tax levy has been decreasing. The total estimated levy rate is 0.2926. The Library bond should be paid off in two fiscal years. The library will continue to strive to keep rates down but still provide great library services.

### **DIRECTOR'S EVALUATION FORM**

Director Jarzemsky distributed a Director's evaluation form. It contained last year's objectives, core competency, and objectives for next year. He reviewed his goals for the upcoming year with the Board.

### **INVESTMENT POLICY AND SEGREGATION OF DUTIES REVIEW**

Director Jarzemsky stated that it was time for the Board to review the investment policy of the Library. The policy calls for a segregation of duties and requires two signatures of the Board. Investments will be made only in securities guaranteed by the U.S. government or in Federal Deposit Insurance Corporation institutions. A quarterly review of investments will be made so as to provide an overall look at how investments are doing. The Library invests in the Illinois Funds done by the State Treasurer. These funds meet all the requirements of being legal, safe, and liquid.

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

### **AUDIT PREPARATIONS**

Director Jarzemsky stated that McGladrey & Pullen, Certified Public Accountants, will begin the audit at the end of April. A letter from them concerning the proposed scope and timing of the audit plan was distributed to the Board.

### **NATIONAL LIBRARY WEEK (APRIL 12-18)**

Director Jarzemsky stated that staff is working on programs. It was suggested that the library survey be given out to patrons and if the patron completes the library survey in-house, then they become eligible to receive a prize.

### **PER CAPITA GRANT AWARD**

Director Jarzemsky stated that the Library will be receiving a larger Per Capita Grant this year because of the use of the new population numbers from the Village's Special Census. The library will be receiving \$27,648.77 from the State in May or June.

## **VIII. PUBLIC DISCUSSION:**

The Library will be hosting the April 8, 2009, DuPage County road improvement project meeting for the upcoming Bloomingdale Road construction project.

Director Jarzemsky invited the Board to attend a presentation by the Bloomingdale Loose Threads quilt group, of a summer reading t-shirt quilt to the Library. The group will be presenting the quilt to the Library on Wednesday, April 1 at 7:00 p.m. at their regular meeting at the Library.

The Board was reminded that the May meeting will take place at 6:00 p.m. so that the Board can meet informally with staff at 5:00 p.m.

## **VIII. ANNOUNCEMENTS:**

Next Board Meeting: Wednesday, April 8, 2009  
Breakfast/Brunch with the Bunny: Saturday, April 4, 2009

**IX. ADJOURNMENT:**

Trustee Szramiak moved and Trustee Rothbaum seconded the motion to adjourn the March 11, 2009 Library Board meeting at 9:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Irene M. Jones