

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
APRIL 8, 2009**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Elaine Mitchell, Bonni Rothbaum, Sonia Singh, David Strutzel, and Linda Szramiak. Absent: None. Also Present: Director Tim Jarzemsky and Sean Luster, Computer Services Department Head.

Director Jarzemsky asked that the agenda item under New Business, Computer Services Department Report and Board Vacancy be moved to that start of the meeting. The Board agreed to this change in the agenda.

VI. NEW BUSINESS

COMPUTER SERVICES DEPARTMENT REPORT

Mr. Sean Luster, Computer Services Department Head, gave an overview of his department. He discussed what the goals for the department were and what the department is currently working on. He stated that his first priority is support. He wants to make sure that his staff is available to help patrons and staff. They are working to keep problems at a minimum. Computer Services staff works with staff in other department, as well as with the public in the computer labs and at the OPACS. They are responsible for updating the Library's website and providing computer instructional classes to patrons. There are currently approximately six to ten classes offered per month. Mr. Luster is primarily responsible for teaching the classes. The Department staff tries to stay current with the new technology. Mr. Luster wants to ensure that the Library hardware, software and computers are kept up to date. Staff has always been willing to learn and has kept up with changes. He is anticipating areas where the library can grow. He would like to expand services in the lab to include a Macintosh station and new software. He is looking at electronic advertising through a free online events calendar which would help to reach out to the public. His staff helps to develop other materials such as brochures, training videos, etc. for patron use. In order to help staff keep current, staff has attended seminars through LINC and DLS. He has encouraged the use of independent learning through the use of instructional videos and the taking of College of DuPage classes and conferences. He reviewed the current staff with the Board through the use of staff trading cards. The cards feature each staff member with their picture, job title and duties. His staff consists of Chris Wipper, Computer Services Assistant, Vince Gattone and Ivy Zhu, Computer Services Clerks. Board members asked various questions concerning who uses the computer labs and if he has had any problems from patrons on the time limits that have been imposed on the use of the computer lab. The Board thanked him for his thorough and interesting presentation.

BOARD VACANCY

Director Jarzemsky stated that current Board member Elaine Mitchell has chosen not to run for office and will be resigning. President Bonni Rothbaum read a proclamation thanking Ms. Mitchell for her support and dedication to the Library. Directory Jarzemsky stated that he will reach out to the community in the hopes of finding a replacement. He would like to

have a new member by June.

II. APPROVAL OF MINUTES

The minutes of the March Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, that the minutes of the March 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 Clark seconded the **motion**, that the Board approve the payment of bills for the month of April 2009 in the amount of \$60,117.84 and the transfer of approximately \$194,276.84 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Szramiak, Clark, Gaertner, Strutzel, Singh, Rothbaum, and Mitchell. NAYS: None. ABSENT: None.

IV. REPORTS

LIBRARIAN

Director Jarzemsky stated that the Friends of Library book sale was a success and the sale raised \$749.35. All the inventory of excess books were donated. The Breakfast and Brunch with the Bunny took place on Saturday, April 4, 2009 and was well received. Director Jarzemsky is working on the budget and staff evaluations. Circulation figures continue to be higher by 34% over last year. Lab uses also shows an increase. Adult reference transactions are up. He discussed various programs that took place during the month of March. It was a great month attendance wise for the programs offered at the library. The homework helpers continue to help students with their homework. In response to a question, Director Jarzemsky stated that Melissa Willer attended a Macy's Museum Pass meeting and he provided a background on what the programs consists of. There will be more details in the future on the program. The program encourages the use and visits to local museums.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of March. The circulation report shows that every type of material is up over last year. Card holder numbers are trending up. Staff is encouraging children to sign up for library cards at the time that pre-school screenings are taking place. The e-pay receipts in the report shows how much has been collected.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – Director Jarzemsky described an incident that took place with a patron. This was a behavior problem and the use of profanity. The patron did not exhibit dangerous behavior. The patron has been banned from using the library for one month.

FINANCE – No report.

IV. REPORTS (Continued)

BUILDING AND GROUNDS – Director Jarzemsky stated that the ornamental light fixtures are in place in the downstairs Youth Services area. Mrs. Reed did come in and help during the installation of the fixtures. As a part of next fiscal year's expenditures, it is anticipated that the bathroom surfaces will be updated.

LIAISON REPORTS

LINC – Trustee Szramiak reported on the April 1 LINC meeting that was held at the Library. She stated that she has notes that the Board can review of the meeting. The salaries for the LINC Director and staff were approved. That same evening, Director Jarzemsky stated that Trustee Szramiak and he were present during the Loose Threads Quilt Club meeting where they presented the library with a T-Shirt quilt that contained summer reading t-shirts. Staff is deciding where the quilt should be hung. During the election of LINC officers, Trustee Szramiak was elected President.

VILLAGE - No report.

FRIENDS OF THE LIBRARY – Director Jarzemsky reported that the next meeting of Friends will be on Wednesday, April 15, 2009. He will not be able to attend the meeting due to a conflict but will send a written report.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, April 23, 2009 at Noon to be hosted by Bloomingdale Elementary School District 13. Director Jarzemsky, Trustees Sonia Singh and Bonni Rothbaum plan on attending the meeting.

V. UNFINISHED BUSINESS:

LIBRARY LOGO SELECTION

Director Jarzemsky stated that he received a wonderful response from staff on their choice for a new library logo. The majority of the staff chose logo number 2 which contains the saying: "Bloomingdale Public Library ... for learning... for life" with a dragonfly. The Board agreed with the staff's choice. They will begin to use the new logo now.

FISCAL YEAR 2009/2010 BUDGET REVIEW

Director Jarzemsky stated that he is waiting for the final levy figures from the County. A copy of the home rule levies from 1996 to present was distributed. He described how property taxes are determined. The total rate for 2008 is 0.2840. The levy rate continues to drop due to the library having reserves. The Bond payments will be completed in two years. The average property homeowner would be paying \$454.79 for library services based on a billing value of a home of \$160,156. The projected budget was reviewed. At the next meeting, the final budget will be presented. He is waiting for staff evaluations to be

completed.

VI. NEW BUSINESS:

BUILDING FUND TRANSFER

Director Jarzemsky asked that this item be tabled to the next meeting. There are some bills which will need to be paid in May but will be coming out of FY08/09 budget. The auditing process still needs to be adjusted for payroll as well.

COMPUTER SERVICES DEPARTMENT REPORT

This item was discussed at the start of the meeting.

NON-RESIDENT PUBLIC LIBRARY CARD PARTICIPATION

Director Jarzemsky stated that the Library would be using the property tax bill method to calculate the fee to non-residents for a Bloomingdale library card and again participating in the Du Page Library System Non-Resident Library Card Program. He explained how the fee would be calculated. He explained who might be interested in purchasing a Library card. There is a provision for renters. In response to questions, the card fee for computer usage would remain at \$5.00 for non-residents as well. This has not been a problem since the card can only be used for the use of computers. Most of the non-resident cards have been purchased from the unincorporated areas of Medinah and Mallard Lakes. The card would be good for an entire family. Trustee Szramiak moved and Trustee Gaertner seconded the **motion**, that the Board approve the non-resident library card fee policy. The motion carried by roll call vote. AYES: Trustees Szramiak, Gaertner, Clark, Mitchell, Singh, Strutzel, and Rothbaum. NAYS: None. ABSENT: None.

POLAR EXPRESS/METRA

Director Jarzemsky stated that Metra has sent their Group Travel Request Form for the coming event. The library can have one car which will hold a maximum of 135 passengers. The explanation Metra provided for this cut was due to increased ridership on all routes. In the past, the Library was able to have 275 seats. This is a very popular program and it will be difficult to drastically limit the number of participants. The Board agreed with staff that the program not be held this year. The patrons will be informed that the event was cancelled due to Metra's decision to limit the number of cars available for the event. This is totally out of the Library's control. Staff should work on a new kind of program to replace this program. It was suggested that a movie theater might be rented and the movie "Polar Express" be shown. The library could supply treats. Discussion took place concerning the Breakfast and Brunch with Santa and the possibility of holding the events every other year.

VI. NEW BUSINESS: (Continued)

RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FISCAL YEAR 2009/10

Trustee Rothbaum presented Resolution No. 2009/2010-3 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 Szramiak moved and Trustee Singh 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 Szramiak, Singh, Gaertner, Rothbaum, Strutzel, Clark and Mitchell. The following Trustees voted NAY: None. Absent: None.

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.

BOARD VACANCY

This item was discussed at the start of the meeting.

LIBRARY BOARD/STAFF MEET & GREET

Director Jarzemsky stated that the May Library Board meeting will begin early at 6:00 p.m. There will be an informal "meet and greet" gathering of the staff and Board at 5:00 p.m. in the lower level meeting room A/B. This will give the Board an opportunity to get to know the staff better.

KARA FOUNDATION LETTER

Director Jarzemsky stated that he sent a thank you letter to the Kara Foundation for their generous donation of \$1,000.00. The Library purchased a magnetic sand table and bead game for the downstairs children area. The money was also used for the purchase of software programs for the Youth Services Computer Lab. The Board was very grateful for the generosity of the donation.

VIII. PUBLIC DISCUSSION:

Director Jarzemsky reminded the Board that a slate of officers will be elected at the May Library Board meeting.

VIII. ANNOUNCEMENTS:

Next Board Meeting: Wednesday, May 13, 2009 at 6:00 p.m.
in Meeting Room A/B, Lower Level.

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Clark seconded the motion to adjourn the April 8, 2009 Library Board meeting at 8:47 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones