

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

I. CALL TO ORDER

The regular Library Board meeting of November 11, 2009 was called to order by President Bonni Rothbaum at 7:31 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Bonni Rothbaum, David Strutzel and Linda Szramiak. Absent: Sonia Singh. Also Present: Director Tim Jarzemsky, Adult Services Department Head Julie Keating and Adult Services Assistant Department Head Abby Budzynski.

Director Jarzemsky asked that an agenda item be moved. He asked that the Digital Archive Demonstration under New Business be moved up at this time. The Board agreed to his request.

VI. NEW BUSINESS

DIGITAL ARCHIVE DEMONSTRATION

Director Jarzemsky introduced Julie Keating and Abby Budzynski. Ms. Keating stated that the Library is committed to collecting and preserving items of historical interest concerning the Village of Bloomington in the Local History Room. As a way to make the Library-owned print and photographic archives available to the public, staff has started to document key photo's through the use of a product called ContentDM. This product lets staff create a digital archive for use on the internet; our collection will be called the Heritage collection. Director Jarzemsky stated that this is a subscription service that is provided to the library at no-cost through funding by the State Library. The Library's Local History collection is extensive but is not always available to everyone. Pictures bring history to life and through this product they are in the process of allowing them to be viewed over the internet. Ms Keating explained the policy and purpose for the Heritage Collection. She explained the seven descriptions that are to be used for each photo. These descriptors are Title, Subjects, Description, Date, Coverage, Identifier and Source. The Library of Congress Subject Headings (same as LINC) will be used to classify the collection, which will make it easily searchable through our Website and eventually WorldCat. She provided the Board with examples of pictures that will be added. She stated that the first collection completed is called the Adventureland Collection. The collection consists of pictures, maps, brochures, and materials concerning the amusement park called Adventureland. The second and larger collection deals with historic Bloomington photo's, this is presently being worked on by staff. The collections will eventually be available to the public by accessing the Library's website. Staff is working both in-house and with residents to find descriptive information for the photos, many of which are very old. Individuals will be able to download and print the materials they find in the Heritage Collection. The Board thanked them for their work on preserving the past and the very interesting presentation.

II. APPROVAL OF MINUTES

The minutes of the October Board Meeting were reviewed. A typographical error was noted along with a correction to the spelling of Trustee Gaertner's name under BIG. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, that the minutes of the October 14, 2009 Regular Library Board meeting be approved as corrected. The motion carried by voice vote.

III. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Strutzel moved, and Trustee Szramiak seconded the **motion**, that the Board approved the payment of bills for the month of November, 2009 in the amount of \$74,369.19 and the transfer of approximately \$226,737.65 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Clark, Rothbaum, Gaertner, and Mallozzi. NAYS: None. ABSENT: Trustee Singh.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Halloween Party. Attendance at the party was an all time high. The Police and Fire Department hosted open houses prior to the Halloween party and the events were timed so everyone could attend all events. He discussed the Food and Wine presentation sponsored by the Friends of Library. Hilton Indian Lakes Sommelier Erin O'Donnell discussed food and wine pairings with Hilton providing the wine and food for free. He did an excellent job. Director Jarzemsky provided a staff update and reviewed the various programs offered at the library. Computer lab attendance was very high for the month. New staff is working out very well. In response to questions, Ms. Krettler will continue to work on Family Fest. Reference transactions were very high in October. The Seniors Game Night had low attendance but everyone present enjoyed the night very much and promised to bring others to the next event. Director Jarzemsky explained the policy on the Museum Adventure Pass program in response to questions. The Homework Helpers program is being evaluated. The National Honor Society volunteers are available to help students but there has been a lack of students who need their assistance. It was suggested that students be required to sign up for help in advance and that this program be advertised especially during mid term exams.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of October. Circulation continues to be up over last year as well as the number of cardholders.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky stated that the Village will not be lighting the whole complex. The library will be decorated for the Open House.

IV. REPORTS (Continued)

LIAISON REPORTS

LINC – The LINC Board reviewed the budget at the last meeting. Staff will begin training on the new Aqua Browser software. Each library will be trained individually.

VILLAGE - The Mayor will be in attendance at the December meeting to provide the Board with a State of the Village talk. Discussion took place concerning the financial difficulties the Oak Brook library is facing.

FRIENDS OF THE LIBRARY – The Friends' next meeting is scheduled for January 20, 2010 at 7:00 p.m.

BIG - Trustees Gaertner and Strutzel attended the October 22, 2009 luncheon hosted by the Bloomingdale Chamber of Commerce. They provided the Board with information on the meeting.

V. UNFINISHED BUSINESS

BLOOMINGDALE CONSTRUCTION ROAD UPDATE

Director Jarzemsky reported that the Bloomingdale Road construction is to be completed by November 25th. He provided the Board with the update that he received from the Village.

MEMORANDUM OF UNDERSTANDING WITH THE VILLAGE

Director Jarzemsky stated that the Memorandum of Understanding (MOU) has been in place for a number of years with the Village. In keeping with the MOU, the labor rates will be reviewed and updated every year.

REVIEW OF BOARD INFO ON WEBSITE

This item was held to later in the meeting.

VI. NEW BUSINESS

FOIA

Director Jarzemsky provided the Board with updated information from the Attorney General's office concerning the Illinois Freedom of Information Act (FOIA) that begins on January 1, 2010. The Library will need to appoint a FOIA Officer and Director Jarzemsky recommended that the Board appoint him as this officer. He reviewed the informational packet with the Board. Training will be needed. Director Jarzemsky plans to attend an informational meeting on November 23, 2009. The first step that needs to be done is to identify and appoint a FOIA Officer. Trustee Szramiak moved, and Trustee Rothbaum seconded the **motion**, that the Board appoints Director Jarzemsky as the Library's FOIA Officer. The motion carried by voice vote. In response to questions, Director Jarzemsky explained the policy on personal information.

2010 IMRF RATE

The Board packet included the formal notice of the IMRF contribution rate for calendar year 2010. This is a calendar rate and an estimated 2011 rate will be received later.

DLS – ONE DAY IN THE LIFE OF YOUR LIBRARY

Director Jarzemsky stated that DLS asked each Library Director to participate in an event called "Snapshot: One Day in the Life of Your Public Library." The goal was to capture the impact that public libraries have on communities and forward this information to our elected officials. The Library participated and had patrons fill out comment cards. Every public library in the DuPage Library System was asked to participate on the same day. The Library received some great comments. The Board reviewed the findings and comments from that day.

V. UNFINISHED BUSINESS (Continued)

REVIEW OF BOARD INFO ON WEBSITE

Director Jarzemsky provided the Board with a review of what is currently on the Library's website concerning the Board of Trustees. Discussion took place concerning ways that patrons can contact the Board. The Board agreed that the information currently on the website was appropriate. The Business Office will make contact with Board members if necessary. The Board will have available to them Library Card name tags. The Board will need to see Ms. Krettler concerning the name tags.

VII. PUBLIC DISCUSSION

VIII. ANNOUNCEMENTS

Next Board Meeting: Wednesday, December 9, 2009

IX. ADJOURNMENT

Trustee Szramiak moved and Trustee Gaertner seconded the motion to adjourn the November 11, 2009 Library Board meeting at 8:50 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones