

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 9, 2009**

I. CALL TO ORDER

The regular Library Board meeting of December 9, 2009 was called to order by President Bonni Rothbaum at 7:36 p.m. Trustees present: LeRoy Gaertner, Kelly Mallozzi, Bonni Rothbaum, Sonia Singh, David Strutzel and Linda Szramiak. Absent: Milton Clark. Also Present: Director Tim Jarzemsky, Village President Robert Iden and Village Trustee Judi Von Huben.

II. APPROVAL OF MINUTES

The minutes of the November Board Meeting were reviewed. Trustee Gaertner moved, and Trustee Mallozzi seconded the **motion**, that the minutes of the November 11, 2009 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

At this point, Director Jarzemsky asked that an agenda item be moved. He asked that the Village Update under Liaison Reports be moved up at this time. The Board agreed to his request.

IV. REPORTS

LIAISON REPORTS

VILLAGE – Mayor Iden thanked the Board for inviting him to their meeting. He discussed the various changes that were occurring within the Village. He was very pleased to announce that two new restaurants were opening within Stratford Square: Orchid Japanese Restaurant and Ballydoyle Irish Pub. Orchid is planning to open very soon. Ballydoyle will have entertainment seven nights a week. A coffee shop is also planning to open across from Red Robin in the mall called Bloomingdale Coffee Shop. Stratford Mall is in the process of acquiring additional retailers and the Board should look for announcements in March and April. He informed the Board that a new theatre, The Picture Show, has opened on Army Trail Road near Dick's Sporting Goods store. The price for shows will be \$1.75. CVS Pharmacy has moved into the space near McDonald's on Lake Street and is doing well. Dino's Café has opened on Lake Street and Legends Sports Bar will be opening soon at Fairfield and Lake Street. He discussed the other new restaurants located along Army Trail Road: Five Guys Burgers & Fries and Qdoba Mexican Restaurant. He stated that the Bloomingdale Road widening has been successfully completed with five lanes. In the Covington Corporate Center, Jasper Meats and Pitman has opened along with an expansion of NOW Foods that has brought additional employment opportunities to the Village. Next spring, Schick Road will be improved with stimulus money. He discussed what the improvement entails. He discussed the current economic conditions and the need to watch expenses. The Village has increased the tax levy by a small amount because of the drop in sales tax revenues. The Village will continue to monitor expenses and revenues. The Budget process will start in January. There are no layoffs or furloughs planned at this time. The Village will continue to monitor the situation. The Shop in Bloomingdale – B-Card promotion will be starting soon. The Village wants residents to keep their money working here by shopping in town. Trustee Von Huben stated that the kick off for the B-Card promotion will be February 6th with the "Bloomingdale Has Talent" contest. She discussed the contest and the hope that there will be increased participation by merchants. The B-Card promotion will run from February 7 through February 21. Mayor Iden discussed the Almanac. There was discussion on the need to

advertise the e-newsletter for residents and businesses. In response to questions, Mayor Iden stated that the Connie's property owner was reluctant to sell the property. At one time, Portillo's had expressed interest in the property. Legends Sports Bar is proposed to open in February or March. Mayor Iden discussed why some projects are not moving forward due to the economy. Director Jarzemsky stated that the Library appreciates the help that the Village has provided to the Library. The Board expressed their appreciation for the wonderful job that Village employees do every year in snow removal and asked that these sentiments be passed along to the Village staff. It was also mentioned that the BIG meetings have been a huge asset and well worth attending for the knowledge that has been gained between the participants. The Mayor thanked the Library Board for the opportunity to attend the meeting and for their dedication to the Library and the Village. The Board thanked the Mayor for attending and for providing them with the updates.

III. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Szramiak moved, and Trustee Strutzel seconded the **motion**, that the Board approve the payment of bills for the month of December, 2009 in the amount of \$53,319.84 and the transfer of approximately \$196,688.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Szramiak, Strutzel, Singh, Rothbaum, Gaertner, and Mallozzi. NAYS: None. ABSENT: Trustee Clark.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reviewed the Librarian's Report for November. The Thanksgiving Centerpiece workshop was very nice. Each participant left with a centerpiece for their Thanksgiving table. The Library welcomed a new staff member, Mary Holtrop, as the new part-time Business Office Assistant. Circulation continues to be up over last year November by 21%. He discussed the computer lab usage. The Macy's free Museum Adventure pass program is being used as noted in the report and funding will continue through the end of 2010 for this popular program. The Children's programs were holiday oriented. At this point, the Library's Annual Open House was discussed. Trustee Gaertner, on behalf of the Library Board of Trustees, wished to commend Director Jarzemsky and his staff for the planning and carrying out of the 21st Annual Open House held on Tuesday evening, December 1, 2009. He stated that the decorations both outside and inside the building were most attractive. The entertainment provided by the harpist, the pianist and especially the Lake Park High School Swing Choir added to the excitement of Santa's visit and the refreshment table was a real winner. The following **motion** was made by Trustee Gaertner, seconded by Trustee Szramiak, to commend Director Jarzemsky and his staff for the successful planning and carrying out of the 21st Annual Open House held on Tuesday evening, December 1, 2009. The motion carried by voice vote.

Removal from the Roll: Village President Iden and Trustee Von Huben leave the meeting at 8:20 p.m.

MONTHLY STATISTICS

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

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – FOIA Policy First Draft/FOIA Info on Website – The FOIA policy draft will need to be reviewed by the Library's attorney. The Board reviewed the draft policy. Director Jarzemsky was appointed the FOIA officer at the last Library Board meeting. He will be appointing the Head of the Business Office as an officer as well. He discussed the costs that the Library may charge for copies made by a requestor. The first 50 copies are free. He discussed the process that would take place if the Library should deny a request. The following corrections were noted in the policy draft: Kelly Mallozzi name (first name spelled incorrectly) and Trustee Strutzel is not the Secretary. The changes were noted. Director Jarzemsky stated that they have six months to get trained and have the policy complete. FOIA information will be available on the Library's website. The Board reviewed the website. The information is to be on the website by January. He discussed how requests can be made and that the Library has a five day window to respond. He stated that certain documents were open to the public but certain personal information was exempt. The Board did not have any problems with what was proposed for the Library's website.

FINANCE – No report.

BUILDING AND GROUNDS – Winter Closing Procedure - Director Jarzemsky reviewed the policy for the closing of the Library in extreme emergency cases. He reviewed the causes for closure. He stated that at least one Board member would be contacted if the situation should arise that the Library would need to be closed. The Library has a procedure for notification of staff and the residents.

LIAISON REPORTS

LINC – Itasca hosted a get together at Indian Lakes on December 2nd. The LINC budget will be reviewed under New Business.

FRIENDS OF THE LIBRARY – The Friends next meeting is scheduled for January 20, 2010 at 7:00 p.m. They will be discussing the book sale scheduled for March. The Friends participated in Snowman Crossing Decorated Holiday Tree Program by decorating a tree this year.

BIG - The next meeting will be January 28, 2010 to be hosted by the Bloomingdale Fire Protection District.

V. UNFINISHED BUSINESS:

SURVEY DATA

Director Jarzemsky reported that the survey data had not been completely reviewed but plans are being made to have the full survey available on the Library's website. He would like to have this available by the first of the year. He discussed the overall positive reactions from the patrons on certain questions.

VI. NEW BUSINESS:

AQUA BROWSER DEMO

Director Jarzemsky stated that LINC Consortium Director Carol Dawe couldn't come to this meeting to demonstrate the aqua browser but she can come to the meeting in January. Bloomingdale is very enthusiastic about the product. Director Jarzemsky provided a preview of the program. He described the program and the expanded features. Library staff has been trained and technical problems are being worked out. He stated that the Library will be keeping the traditional catalog as well.

2010 CLOSINGS

Director Jarzemsky reviewed the proposed holiday closings of the Library. The Board discussed the dates. The 4th of July falls on a Sunday and the Library is closed on Sundays during the summer. He surveyed libraries in the area on what they propose for this holiday closing. He explained the holiday pay policy. The Board agreed that the Library will be closed on Monday, July 5th. There was discussion about moving the staff in-service day so as not to have the Library closed on two Mondays in a row. Trustee Szramiak moved, and Trustee Singh seconded the **motion**, that the Board approve the 2010 Library Closings dates as presented with the addition of Monday, July 5, 2010 as a holiday for employees. The motion carried by roll call vote: AYES: Trustees Szramiak, Singh, Gaertner, Rothbaum, Strutzel and Mallozzi. NAYS: None. ABSENT: Trustee Clark.

KARA FOUNDATION DONATION

A donation in the amount of \$1,000.00 was received from the Kara Foundation. Director Jarzemsky stated that he has sent a letter of thanks to them. He explained the process that will be used to determine how the funds would be used. He will report back to the Board on what the donation will be used for. The Board appreciates the Kara Foundation's support.

VI. NEW BUSINESS: (Continued)

LINC 2010 BUDGET APPROVAL

Trustee Szramiak reported on the proposed LINC budget. This year's proposed budget is \$633,980.00. The LINC budget was reviewed by the Board. LINC Consortium Manager Carol Dawe has done a good job in keeping costs down. Trustee Szramiak discussed the areas where changes have occurred and what items increased and why. Based upon the discussion and review of the proposed LINC budget, Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, to accept the proposed 2010/2011 LINC budget as presented. The motion carried by roll call vote. AYES: Trustees Szramiak, Gaertner, Strutzel, Rothbaum, Singh, and Mallozzi. NAYS: None. ABSENT: Trustee Clark.

MODIFICATION OF RESOLUTION 1981/82-7 "RESOLUTION ACCEPTING A DONATION TO ESTABLISH A FUND IN MEMORY OF DONNA BETH FROIO"

Director Jarzemsky stated that Mr. Froio met with him to discuss Resolution 1981/82-7, "RESOLUTION ACCEPTING A DONATION TO ESTABLISH A FUND IN MEMORY OF DONNA BETH FROIO". Mr. Froio has been a very generous benefactor to the Library and Director Jarzemsky reviewed the purpose of the fund, and what has been purchased with his donation. Director Jarzemsky explained the reasons for the proposed modification. Mr. Froio is getting older and he wants to be able to have the successors of his choice. He reported that the Library's attorney had reviewed the written request made by Mr. Froio in his letter dated November 28, 2009 and the library can legally comply with his request. Mr. Froio has requested that upon his death, the annual financial report is to be submitted to the list of individuals he has specified in this letter. The Resolution does not have to be rewritten. Trustee Szramiak moved, and Trustee Singh seconded the **motion**, to approve the sending of the financial report, upon his death, to those listed in his letter of November 28, 2009. The motion carried by roll call vote. AYES: Trustees Szramiak, Singh, Gaertner, Strutzel, Rothbaum, and Mallozzi. NAYS: None. ABSENT: Trustee Clark.

SET ANNUAL MEETING DATE/TIME

The Board agreed that the setting of the annual meeting be tabled to the January meeting.

VII. PUBLIC DISCUSSION:

The Board wished Trustee Gaertner a Happy Birthday.

VIII. ANNOUNCEMENTS:

Next Board Meeting: Wednesday, January 13, 2010

IX. ADJOURNMENT:

Trustee Rothbaum moved and Trustee Szramiak seconded the motion to adjourn the December 9, 2009 Library Board meeting at 9:05 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones