

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 13, 2009**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 6:06 p.m. Trustees present: LeRoy Gaertner, Bonni Rothbaum, Sonia Singh, David Strutzel and Linda Szramiak. Absent: Trustee Milton Clark. Also Present: Director Tim Jarzemsky and Village President Robert Iden.

II. SWEARING IN OF MEMBERS ELECTED IN THE APRIL 7, 2009 CONSOLIDATED ELECTION

Village President Robert Iden administered the oath of office for the newly elected Trustees LeRoy Gaertner, Sonia Singh, and Linda Szramiak. He thanked the members of the Board for their time and effort in the betterment of the Library and the community. The Board thanked him for his contributions and dedication to the community as well as the Village's continuous cooperation with the Library.

III. OFFICER ELECTIONS

Director Jarzemsky distributed a copy of the "Officer History of Current Trustees." After a brief discussion, the following motion was made:

Trustee Szramiak nominated the current slate: Bonni Rothbaum as President; LeRoy Gaertner as Vice-President; Milton Clark as Secretary and Sonia Singh as Treasurer; Trustee Gaertner seconded the nominations. There were no further nominations. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Strutzel, Rothbaum, and Singh. NAYS: None. ABSENT: Trustee Clark.

IV. APPROVAL OF MINUTES

The minutes of the April Board Meeting were reviewed. Two spelling errors were noted in the meeting minutes on page one. Trustee Szramiak moved, and Trustee Rothbaum seconded the **motion**, that the minutes of the April 8, 2009 Regular Library Board meeting be approved as corrected. The motion carried by voice vote.

V. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Gaertner moved, and Trustee Strutzel seconded the **motion**, that the Board approve the payment of bills for the month of May 2009 in the amount of \$70,144.34 and the transfer of approximately \$206,303.72 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Gaertner, Strutzel, Szramiak, Rothbaum, and Singh. NAYS: None. ABSENT: Trustee Clark.

VI. REPORTS

LIBRARIAN

Director Jarzemsky reported that the “Food for Fines” program went well. The Library collected a large amount of food for the food pantry. Many patrons donated food even though they didn’t have any fines. Others with fines paid for them with cash and a donation. During the month of April, patrons participated in the library survey. Staff was busy preparing for the audit and the annual report to the State which is due by the end of the month. Circulation continues to be up with a 41% increase from last April. The programs were well attended.

MONTHLY STATISTICS

The Board reviewed the statistics which included a year end breakdown. Revenue is down but this is the first year that patrons no longer have to pay for DVD’s. There has been an increase in fines for late returns. Director Jarzemsky reviewed each of the year end categories and the changes with the Board. DVD’s have doubled in circulation over last year’s totals due to free rentals. Trustee Singh commented on the fact that her suggestions on ebooks were positively responded to by staff. Visits to the library are up as the attendance numbers show.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS - Paver Work – Director Jarzemsky explained the work that needs to be done on the walkway on the south side of the main entrance. There is a concrete circle base that has frost heaved over the winter causing a trip hazard. There are safety cones in place to warn patrons. The proposed correction to the problem calls for the concrete to be removed and replaced with brick pavers. This work is scheduled to be done in May. Bathroom Renovations - Director Jarzemsky provided material samples of what is proposed to be used for the renovations to the upstairs public bathrooms. The dividers are to be constructed out of a material that is graffiti protected. The material can be sanded, if necessary, to remove graffiti. For the sink area, the counter top will be replaced with a solid surface sink and a durable counter top. A cabinet is proposed to be built underneath the sinks. The Board was given a choice as to the color of the cabinet material and they were in agreement on a white cabinet surface color. It was proposed to install automated faucets and soap dispensers that attach to the sink.

VI. REPORTS (Continued)

LIAISON REPORTS

LINC – No report.

VILLAGE - No report.

FRIENDS OF THE LIBRARY – No report.

BIG - Director Jarzemsky reported on what was discussed at the last meeting held on April 23, 2009 hosted by School District 13 at Erickson School. He stated that the College of DuPage Bloomingdale campus will be closing on Friday and Saturday during the summer. He recommended that they send their students to the Library's computer lab. High School District 108 will be building a new administrative building for Lake Park East. School District 13 announced that Erickson School was honored with an Academic Excellence Award.

VII. UNFINISHED BUSINESS:

PRELIMINARY SURVEY RESULTS

Director Jarzemsky distributed a preliminary report on the recent public opinion survey conducted by the Library. No evaluation has been done as yet on the results. Discussion took place on the survey.

REVIEW OF LIBRARY BOARD APPLICANTS

Director Jarzemsky distributed the four applications received for the vacant Library Board Trustee position. The Library had advertised the open position with a deadline for response of May 6, 2009. The Board agreed that they review and evaluate the applications with interviews of the four potential candidates to take place at the June meeting. The candidates will be given an opportunity to introduce themselves followed by a question and answer period by the Board. The Personnel sub-committee will meet prior to the June meeting to formulate questions to be asked by the Board of the candidates.

VIII. NEW BUSINESS:

BUILDING FUND TRANSFER

Director Jarzemsky stated that with the end of the fiscal year, it has been the policy to transfer a portion of the reserves to the building fund. Discussion took place concerning the amount of reserves and the status of the building fund. Trustee Singh moved and Trustee Rothbaum seconded the **motion**, that the Board approve the transfer of \$100,000 from the Operating Fund to the Building Fund. The motion carried by roll call vote. AYES: Trustees Singh, Rothbaum, Szramiak, Gaertner, and Strutzel. NAYS: None. ABSENT: Trustee Clark.

VIII. NEW BUSINESS: (Continued)

OPERATING BUDGET FISCAL YEAR 2009/2010

Director Jarzemsky discussed the proposed budget. He reviewed each line item and explained the reasons for change. It was noted that on-line services have gone down in cost due to renegotiations with vendors. Director Jarzemsky stated that he would like to offer a winter musical program on a regular basis for adults. The total expenditures and building fund were further reviewed. He discussed the levy and the differences between the levy, the proposed appropriation and the budget. After a final review and discussion of the Operating Budget document, Trustee Rothbaum moved and Trustee Gaertner seconded the **motion**, that the Board approve the Operating Budget for Fiscal Year 2009/2010 as presented. The motion carried by roll call vote. AYES: Trustees Rothbaum, Gaertner, Strutzel, Singh, and Szramiak. NAYS: None. ABSENT: Trustee Clark.

FINANCIAL REQUIREMENTS RESOLUTION 2009/2010-1

Trustee Rothbaum presented Resolution No. 2009/2010-1 entitled Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year Beginning May 1, 2009, and Ending April 30, 2010.

Trustee Strutzel 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 Strutzel, Singh, Gaertner, Szramiak, and Rothbaum. The following Trustees voted NAY: None. Absent: Trustee Clark.

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.

FROIO FUND

Director Jarzemsky stated that the annual report for the fiscal year 2008/2009 Froio Fund has been sent to Mr. Froio and was included in the packet for review by the Board. The principal balance always remains the same. The principal amount is deposited in a local bank that has the best interest rate and the materials are purchased with the interest money. The multi-cultured collection consists of DVD's, books, and other materials. The collection has a wide variety and reflects the Village population.

VIII. NEW BUSINESS: (Continued)

ILLINOIS FUNDS MERGER

Director Jarzemsky explained the reasons that the Illinois State Treasurer's Office is going to merge the Prime Fund and Money Market Fund into one account. The Library's principal is guaranteed in these accounts. The State requires that authorization be given to direct the accounts to be combined into one account known as the Money Market Fund. Trustee Szramiak moved and Trustee Gaertner seconded the **motion**, that the Board authorizes the directive to combine the Prime Fund and Money Market Fund into one account to be known as Money Market Fund. The motion carried by roll call vote. AYES: Trustees Szramiak, Gaertner, Strutzel, Singh, and Rothbaum. NAYS: None. ABSENT: Trustee Clark.

IX. EXECUTIVE SESSION:

At 7:43 p.m. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried by roll call vote. AYES: Trustees Szramiak, Gaertner, Singh, Rothbaum and Strutzel. NAYS: None. ABSENT: Trustee Clark.

The Closed Session was concluded at 8:40 p.m. at which time the regular meeting of the Board reconvened.

STAFF SALARIES FY 2009/2010

Trustee Singh moved and Trustee Rothbaum seconded a motion that the FY 2009/2010 staff salary schedule recommended in Executive Session be approved. The motion carried by roll call vote: AYES: Trustees Singh, Rothbaum, Strutzel and Gaertner. NAYS: Trustee Szramiak. ABSENT: Trustee Clark.

DIRECTOR'S SALARY FY 2009/2010

Trustee Singh moved and Trustee Rothbaum seconded a motion that the FY 2009/2010 Director's salary as recommended in Executive Session be approved. The motion carried by roll call vote: AYES: Trustees Singh, Rothbaum, Strutzel and Gaertner. NAYS: Trustee Szramiak. ABSENT: Trustee Clark.

X. PUBLIC DISCUSSION:

The Board commented on how enjoyable the staff "meet and greet" gathering had been that evening.

XI. ANNOUNCEMENTS:

Next Board Meeting: Wednesday, June 11, 2009

XII. ADJOURNMENT:

Trustee Strutzel moved and Trustee Szramiak seconded the motion to adjourn the May 13, 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