

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JANUARY 13, 2010**

I. CALL TO ORDER

The regular Library Board meeting of January 13, 2010 was called to order by President Bonni Rothbaum at 7:35 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Bonni Rothbaum, Sonia Singh, David Strutzel and Linda Szramiak. Absent: None. Also Present: Director Tim Jarzemsky.

II. APPROVAL OF MINUTES

The minutes of the December Board Meeting were reviewed. The Board noted that Trustee Clark was absent from the meeting but was shown as present. The meeting minutes will be corrected to show his absence. The name of "Dina's Café" on Page One, Village Report, should be corrected to read "Dino's Café." Trustee Szramiak moved, and Trustee Rothbaum seconded the **motion**, that the minutes of the December 9, 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 Szramiak moved, and Trustee Gaertner seconded the **motion**, that the Board approves the payment of bills for the month of January 2010 in the amount of \$55,429.74 and transfer approximately \$260,830.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Strutzel, Singh, Clark, Rothbaum, and Mallozzi. NAYS: None. ABSENT: None.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reviewed the Librarian's Report for December. The Holiday Open House had great attendance and was very successful. Director Jarzemsky commented on the first time Polar Express movie event. A drawing was held and three "Polar Express" books were provided as prizes. The Board expressed their appreciation for the outstanding job that staff did in decorating and preparing for the event. The Breakfast/Brunch with Santa was another successful event. He discussed the variety of Holiday programs provided in December. Discussion took place concerning the outside activities during the Holiday Open House. The event was simplified outside to reduce costs. The Friends of the Library sold 63 Entertainment Books. Director Jarzemsky went on further to discuss his report. He stated that he will work with Mr. Luster on the graphs to make them more reader-friendly, but the public lab statistics show increases over the past years.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of December. Circulation continues to be up over last year by 15%. Cardholders have also increased over last year. The report contains the first month's breakdown for self check usage. It was suggested that some type of incentive be given (stickers) for the use of the Youth Services station.

IV. REPORTS (Continued)

STANDING COMMITTEES

PERSONNEL - Meeting to Discuss 2010/11 Budget - The Personnel Committee will need to convene to discuss guidelines for the 2010/2011 personnel budget. Trustees Rothbaum and Szramiak will set up a date for the meeting with the Director.

POLICY – FOIA Practices/Procedures Policy – Director Jarzemsky asked that the “Resolution Setting Provisions for Compliance with State FOIA” under New Business be moved following the discussion on this policy. The Board agreed to the agenda change. The Board reviewed the final version of the FOIA Practices/Procedures Policy. The policy was reviewed by the Library’s attorney and his comments were added to the policy. The fee for copying after the first fifty (50) free pages will be fifteen (15) cents a page. The Library now has five (5) business days to respond to a Freedom of Information Act request. At a previous meeting, Director Jarzemsky was appointed the FOIA officer and the Head of the Business Office will be the deputy officer. The policy contains what is required by law, including a catalog of records, a listing of elected officials and standing committees of the Library, and an organizational chart. The policy will be placed on display for public viewing and the website. Director Jarzemsky stated that they have six months to get trained by the State. Once the training becomes available, Director Jarzemsky and Ms. Porteus will complete the electronic training curriculum through the State’s Attorney General’s Office. Trustee Szramiak moved, and Trustee Clark seconded the **motion**, that the Board approves the FOIA Practices/Procedures Policy as presented. The motion carried by roll call vote: AYES: Trustees Szramiak, Clark, Gaertner, Strutzel, Singh, Rothbaum, and Mallozzi. NAYS: None. ABSENT: None.

VI. NEW BUSINESS:

RESOLUTION SETTING PROVISIONS FOR COMPLIANCE WITH STATE FOIA

Trustee Rothbaum presented Resolution No. 2009/2010-3 entitled “Resolution Setting Forth Provisions for Compliance with the Illinois Freedom of Information Act.”

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, Strutzel, Gaertner, Clark, Mallozzi, and Rothbaum. 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, DuPage

County, Illinois, which was done.

IV. REPORTS (Continued)

STANDING COMMITTEES

FINANCE – No report.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – No report.

VILLAGE – No report.

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.

BIG - The next meeting will be January 28, 2010 hosted by the Bloomingdale Fire Protection District. Director Jarzemsky and Trustees Clark and Strutzel plan on attending the meeting.

V. UNFINISHED BUSINESS:

LONG RANGE PLAN UPDATE

Director Jarzemsky stated that as a part of the long range planning process that the Board might wish to consider updating the Long Range Plan brochure. The components of the brochure would be revised and updated. The Board agreed that this should be discussed at their annual planning meeting.

ANNUAL PLANNING MEETING

The Board discussed possible dates for the annual planning meeting. The date for the meeting will be Saturday, February 6, 2010 at 9:00 a.m. The meeting will be posted along with the agenda. The agenda will be given to Trustee Rothbaum for review prior to the meeting.

VI. NEW BUSINESS:

STATEMENT OF ECONOMIC INTEREST

Director Jarzemsky reminded the Board that they will be receiving a Statement of Economic Interest from DuPage County that needs to be completed and returned to the county by May 1, 2010.

VI. NEW BUSINESS: (Continued)

LIBRARY AS POLLING PLACE IN FEBRUARY

The Library will again be a polling place for the upcoming February 2, 2010 general primary. The DuPage County Election Commission has consolidated a number of polling places. It was suggested that information about the library be placed in an area where the voting will take place. This would be a good opportunity to provide information on the library.

CO-SPONSORED EVENTS

Director Jarzemsky provided a copy of a letter to the Village requesting continued support for the co-sponsored events for 2009/10. The letter included information about the number of residents who enjoyed these events. The library is requesting \$5,500.00 from the Village for the co-sponsored events. The Board agreed that the request be submitted to the Village. Trustee Rothbaum moved, and Trustee Mallozzi seconded the **motion**, that the Board approves the co-sponsored events request as presented to be submitted to the Village. The motion carried by roll call vote. AYES: Trustees Rothbaum, Mallozzi, Strutzel, Clark, Szramiak, Singh, and Gaertner. NAYS: None. ABSENT: None.

FOOD FOR FINES

Director Jarzemsky stated that the "Food for Fines" proposal was presented last year and was successful. The Bloomingdale Food Pantry is in need of food and the Township will gladly accept donations. The program would take place in April during National Library Month. The Library would allow patrons to clear fines from one item if the patron brings in one food item. Trustee Szramiak moved, and Trustee Singh seconded the **motion**, that the Board approves the "Food for Fines" program for April, 2010. The motion carried by roll call vote: AYES: Trustees Szramiak, Singh, Rothbaum, Gaertner, Clark, Strutzel, and Mallozzi. NAYS: None. ABSENT: None.

VII. EXECUTIVE SESSION:

An Executive Session was called 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.

VII. EXECUTIVE SESSION: (Continued)

At 8:15 p.m. Trustee Szramiak moved, and Trustee Rothbaum 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, Rothbaum, Gaertner, Clark, Singh, Mallozzi, and Strutzel. NAYS: None. ABSENT: None

The Closed Session was concluded at 8:25 p.m. at which time the regular meeting of the Board reconvened.

APPROVAL OF MINUTES OF EXECUTIVE SESSIONS

Trustee Szramiak moved and Trustee Strutzel seconded the **motion** that minutes of the executive session of 01/09/08 be approved and released. The motion carried by roll call vote: AYES: Trustees Szramiak, Strutzel, Rothbaum, Gaertner, Mallozzi, Clark, and Singh. NAYS: None. ABSENT: None.

Trustee Szramiak moved and Trustee Mallozzi seconded the **motion** that minutes of the executive session of 05/14/08 be approved and released. The motion carried by roll call vote: AYES: Trustees Szramiak, Mallozzi, Rothbaum, Gaertner, Clark, Singh and Strutzel. NAYS: None. ABSENT: None.

DESTRUCTION OF VERBATIM RECORDS

Trustee Szramiak moved and Trustee Strutzel seconded the **motion** that the verbatim record of the executive session of 01/09/08 be destroyed. The motion carried by roll call vote: AYES: Trustees Szramiak, Strutzel, Rothbaum, Gaertner, Mallozzi, Clark, and Singh. NAYS: None. ABSENT: None.

Trustee Szramiak moved and Trustee Rothbaum seconded the **motion** that the verbatim record of the executive session of 05/14/08 be destroyed. The motion carried by roll call vote: AYES: Trustees Szramiak, Rothbaum, Gaertner, Mallozzi, Clark, Singh and Strutzel. NAYS: None. ABSENT: None.

VIII. PUBLIC DISCUSSION:

IX. ANNOUNCEMENTS:

Next Board Meeting: Wednesday, February 10, 2010

X. ADJOURNMENT:

Trustee Szramiak moved and Trustee Strutzel seconded the motion to adjourn the January 13, 2010 Library Board meeting at 8:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones