

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MARCH 10, 2010**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:34 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.

Director Jarzemsky requested an addition to the agenda under Unfinished Business, Long Range Plan. The Board agreed to his request.

**II. APPROVAL OF MINUTES**

The minutes of the February Board Meeting were reviewed. It was noted that the next Board meeting date should have read March 10, 2010 and not March 17, 2010. Trustee Szramiak moved, and Trustee Strutzel seconded the **motion**, that the minutes of the February 10, 2010 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 Mallozzi seconded the **motion**, that the Board approve the payment of bills for the month of March 2010 in the amount of \$50,038.12 and the transfer of approximately \$188,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Szramiak, Mallozzi, Gaertner, Strutzel, Singh, and Rothbaum. NAYS: None. ABSENT: Trustee Clark.

**IV. REPORTS**

**LIBRARIAN**

Director Jarzemsky stated that the Adult/Teen Winter reading program has ended. The winter concert held on February 12 was very good. The program, "Crazy About Cakes," received rave reviews from participants and another program featuring the speaker is being planned. Circulation continues to be up over last February by 8%. The computer lab and reference statistics were reviewed. Discussion took place concerning the various programs that took place during the month. The Senior Game Day participation is up and a number of bags of books were delivered through the various outreach programs.

**MONTHLY STATISTICS**

The Board reviewed the statistics for the month of February. Circulation continues to be up with the number of cardholders at 17,087. The e-pay statistics were reviewed. In response to a question, no home access is available for the Ancestry database.

#### **IV. REPORTS (Continued)**

##### **STANDING COMMITTEES**

**PERSONNEL** – Director Jarzemsky stated that the Village is considering changing the cut off hours for their IMRF pension program for part-time employees. Part-time employees who work 600 hours currently can participate in IMRF. Under the program being considered, employees would need to work 1,000 hours to qualify. Those personnel covered presently under the 600 hours program would be allowed to remain. This proposed change would apply to new hires. This is being proposed as a cost saving benefit for the Village. Director Jarzemsky stated that the library would follow the Village’s protocol if the Board is in agreement. The change would not affect most of the Library’s personnel. Currently, the library has eight positions at 16 hours per week. The Board agreed to follow the Village’s protocol.

**POLICY** – Social Media Policy - Director Jarzemsky discussed a proposed social media policy. A draft of a policy developed by the Management Association of Illinois was provided for the Board’s review. The policy would provide rules and guidelines for the use of social media (blogs, Facebook, etc.) to be applied to all employees. The Library’s attorney would review the draft policy and after that review, the policy would come before the Board for further review and approval.

**FINANCE** – No report.

**BUILDING AND GROUNDS** - Spring/Summer Plantings - Sebert Landscaping provided the Library with a proposal that included a schedule for the planting and types of flowers on the Library grounds. Watering was discussed. A question was raised about the possibility of a library volunteer (Volunteen) being in charge of watering the flowers. Director Jarzemsky stated that Jim Barnoski has developed a water system to take care of the problem of watering.

##### **LIAISON REPORTS**

**LINC** – No report.

**VILLAGE** - No report.

**FRIENDS OF THE LIBRARY** – Director Jarzemsky reminded the Board that the Friends of Library Book Sale is Saturday and Sunday, March 13 and 14. The sale will take place in the Library’s downstairs A and B meeting rooms.

**BIG** - No report.

**V. UNFINISHED BUSINESS:**

**LONG RANGE PLAN**

Director Jarzemsky stated that the Long Range Plan could use some housekeeping updates. He asked if a representative of the Board would like to work with Shauna Porteus and him on this project. Trustee Rothbaum agreed to work with them on the project.

**VI. NEW BUSINESS:**

**LIBRARY SYSTEM FUNDING**

The Daily Herald recently published an article on the state funding shortage that could hurt libraries across Illinois. Because of the State's monetary problems, libraries are not receiving promised state funding. This may mean that the borrowing of materials from other libraries could be eliminated due to the loss of a delivery service. Director Jarzemsky stated that he will investigate the costs associated with the delivery of materials from other libraries to Bloomingdale. Advocacy work is taking place to try to work with the State's elected officials to get funds released to the libraries.

**TENTATIVE BUDGET**

Director Jarzemsky provided the Board with the tentative budget. The discussion centered on what percentage of an overall increase the Board would be comfortable with at this time. Most of the budget categories will have 0% increases. He discussed the fixed costs that the library has no control over which consists of payroll, medical insurance and IMRF pension costs. If the budget is increased by 2%, the budget would remain flat. He explained the differences between what the Library appropriates versus what the Library levys and how the budget figures work in conjunction with the two. Because the Village is home rule, there is some flexibility. The Library's levy is incorporated into the Village's levy. Director Jarzemsky does not have any final budget numbers but is asking for guidance with the numbers. A draft budget is proposed to be presented in April. The Board was in agreement with the 2% change.

**DIRECTOR'S EVALUATION FORM**

Director Jarzemsky distributed to the Board a Professional Director's Evaluation Form that the Board could use in helping them review his performance level. His working notes were included, as well as some objectives or goals that the Board might want him to work on this coming year. The Board should consider what they would like to see as his objectives as these are tentative ideas.

## **VI. NEW BUSINESS: (Continued)**

### **NATIONAL LIBRARY WEEK**

For National Library Week (April 11-17), programs will be taking place upstairs and downstairs. Director Jarzemsky stated that the Library will be unveiling the Bloomingdale Heritage Collections online. The collections represent images of historic Bloomingdale and Adventureland. The historical photo collection continues to grow. This archival program was presented to the Board earlier this year.

### **KARA FOUNDATION DONOR LETTER**

Director Jarzemsky stated that the enclosed letter was sent to the Kara Foundation thanking them for their generous donation of \$1,000.00. An accounting of how the donated money was spent was included in the letter.

## **VII. PUBLIC DISCUSSION:**

Director Jarzemsky stated that Mr. Ron Howe passed away in December. Mr. Howe was a founding member of the library. Director Jarzemsky would like to honor his memory by dedicating a summer concert to him. Mr. Howe attended and enjoyed these concerts. The Board agreed to this request.

Discussion took place concerning the replacement process for Library Board member Sonia Singh who will be resigning as a Board member. The May Board meeting will be her last. The Board agreed that a public announcement should be made and the position advertised. A sub-committee of the Board would be formed and meet to review the applications received with interviews to take place in May.

Trustee Mallozzi thanked the Board and staff for the flowers sent to her family on the birth of her twin daughters.

## **VIII. 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.

**VIII. EXECUTIVE SESSION: (Continued)**

At 8:33 p.m. Trustee Szramiak moved, and Trustee Singh 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, Singh, Rothbaum, Gaertner, Mallozzi, and Strutzel. NAYS: None. ABSENT: Trustee Clark

The Closed Session was concluded at 8:38 p.m. at which time the regular meeting of the Board reconvened.

**IX. ANNOUNCEMENTS:**

Next Board Meeting: Wednesday, April 14, 2010

**X. ADJOURNMENT:**

Trustee Szramiak moved and Trustee Rothbaum seconded the motion to adjourn the March 10, 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