

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
APRIL 14, 2010**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Bonni Rothbaum, Sonia Singh, David Strutzel, and Linda Szramiak. Absent: Kelly Mallozzi. Also Present: Director Tim Jarzemsky.

Director Jarzemsky noted that the agenda should be changed under New Business, Resolution for Board Meeting Dates & Time. The Fiscal Year should read 2010-2011.

II. APPROVAL OF MINUTES

The minutes of the March Board Meeting were reviewed. Trustee Gaertner moved, and Trustee Szramiak seconded the **motion**, that the minutes of the March 10, 2010 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

III. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Szramiak moved, and Trustee Strutzel seconded the **motion**, that the Board approves the payment of bills for the month of April 2010 in the amount of \$61,545.48 and the transfer of approximately \$203,945.48 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Szramiak, Strutzel, Clark, Gaertner, Singh, and Rothbaum. NAYS: None. ABSENT: Trustee Mallozzi.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Breakfast and Brunch with Bunny. Staff did an excellent job and everything went very well. He reviewed his written report with the Board. The computer lab has been very busy. The Senior Club is doing well. A review of the different programs that took place was given. A discussion took place concerning the Teen Advisory Group and how to improve attendance. A question was raised concerning the sleepover program. It was explained that the children's stuffed animals stayed overnight at the library, not the children.

Addition to the Roll: Trustee Mallozzi entered the meeting at 7:38 p.m.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of March. The circulation report shows that every type of material is up over last year. DVD's continue to be very popular. A question was raised concerning any problems with DVDs being stolen. There is not a problem presently. Discussion took place concerning the possibility of having a Consumer Report database. Director Jarzemsky explained the reason why that database is not available to our library; however, the Library does have the magazine in print form.

IV. REPORTS (Continued)

STANDING COMMITTEES

PERSONNEL - Director Jarzemsky stated that evaluations have been completed by staff. He would like to hold an Executive Session at the end of the meeting to discuss personnel and pay.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky explained the problem that occurred with the phones and how the problem was fixed. The Library will be taking out a service contract for the system.

LIAISON REPORTS

LINC – Trustee Szramiak reported that the LINC Director received a 2.5% increase. They are very pleased with her performance.

VILLAGE - No report.

FRIENDS OF THE LIBRARY – Director Jarzemsky reported that the next meeting of the Friends will be on Wednesday, April 21, 2010 at 7:00 p.m. The meeting will cover events planned for the summer and the Spring book sale.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, April 22, 2010 at Noon, hosted by Village of Bloomingdale. Trustees Rothbaum and Szramiak, along with Director Jarzemsky plan on attending.

V. UNFINISHED BUSINESS:

LONG RANGE PLAN UPDATE

Director Jarzemsky stated that the long range plan update is a work in progress. Trustee Rothbaum, Director Jarzemsky and Ms. Porteus met to update the plan. They are updating the photos and are planning to have a professional photographer take pictures of the library building. They would like some nice architectural pictures. The final draft of text amendments will be presented in May.

V. UNFINISHED BUSINESS: (Continued)

FISCAL YEAR 2010/2011 BUDGET REVIEW

Director Jarzemsky stated that he is presenting a tentative budget tonight. He reviewed the information contained in the budget packet in regards to the appropriation and levy. The overall individual line items in the budget are flat or down. A review was done of the line items and an explanation was given why the budget amount either increased or decreased or remained flat. Staff will not be traveling to any out-of-state conferences. The Building and Equipment line item does have some increases. Discussion took place concerning coffee. It was decided that coffee hours would be reduced. There will be no coffee service after 5:00 p.m. Coffee will be available during the summer until noon. The Board discussed the continuation of the Senior Group bus trip in December. The Board agreed that the trip be budgeted. Discussion then took place concerning the Writer's Group calendar. It was suggested that the number of calendars printed be reduced. The Board decided that the group would be given a fixed amount of money to expend. Director Jarzemsky reviewed the appropriations and the authorized amount that could be spent. He also discussed the 2009 and 2010 levy. The budget is proposed to be approved at the next meeting.

DLS FUNDING

Director Jarzemsky stated the handout in the packet shows what DLS spends on local deliveries versus the cost for the same number of items delivered through the U.S. Postal Service. Discussion took place concerning State funding and how they have only collected 40% of their funding from the State. Director Jarzemsky has made our State representatives aware of the problem. If the State should suspend delivery of materials, the Library may need to do something.

DIGITAL ARCHIVE PROJECT

Director Jarzemsky stated that during National Library Week the library will be unveiling their digital archive project. The Adventureland archive is almost complete. The historical photo images in the Bloomingdale archive continues to grow. Patrons can browse through the photos and can do a search by subject. This is a free service that the Library is using through the State Library Association.

VI. NEW BUSINESS:

BUILDING FUND TRANSFER

Director Jarzemsky asked for approval to transfer some of the excess reserves to the Building Fund. He is suggesting a transfer of \$100,000.00. A discussion took place concerning the estimated expenditures for the next fiscal year. Trustee Szramiak moved and Trustee Clark seconded the **motion**, to approve the fund transfer of \$100,000.00 from the reserves to the Building Fund. The motion carried by roll call vote. AYES: Trustees Szramiak, Clark, Gaertner, Strutzel, Singh, Mallozzi, and Rothbaum. NAYS: None. ABSENT: None.

VI. NEW BUSINESS: (Continued)

NON-RESIDENT PUBLIC LIBRARY CARD PARTICIPATION

Director Jarzemsky stated that the Library would use the property tax bill method to calculate the fee to non-residents participating in the DuPage Library System Non-Resident Library Card Program whom apply for a Bloomingdale library card. He explained how the fee would be calculated based upon the levy rate. A library card can be purchased for one year and will go on sale May 1st. Trustee Singh moved and Trustee Gaertner seconded the **motion**, that the Board approves the non-resident public library card fee policy as presented. The motion carried by roll call vote. AYES: Trustees Singh, Gaertner, Clark, Mallozzi, Szramiak, Strutzel, and Rothbaum. NAYS: None. ABSENT: None.

RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FISCAL YEAR 2010/11

Trustee Rothbaum presented Resolution No. 2009/2010-4 entitled Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, Du Page County, Illinois.

Trustee Szramiak moved and Trustee Strutzel 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, Strutzel, Singh, Gaertner, Rothbaum, Clark and Mallozzi. 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, Du Page County, Illinois, which was done.

COPIER BID PROPOSAL

Director Jarzemsky reported on the need to purchase two copier machines. The copier proposal was discussed. Taking into consideration the service agreement, the recommendation was to purchase the two copiers (main staff copier and patron color copier) from Gordon Flesch. The purchase would come out of next year's building fund budget. Trustee Rothbaum moved and Trustee Strutzel seconded the **motion**, that the Board approves the proposal for the purchase of two copier machines from Gordon Flesch at a cost of \$19,335.00. The motion carried by roll call vote. AYES: Trustees Rothbaum, Strutzel, Singh, Gaertner, Clark, Mallozzi, and Szramiak. NAYS: None. ABSENT: None.

VI. NEW BUSINESS: (Continued)

AUDIT AGREEMENT

Director Jarzemsky stated that the library will again continue to work with McGladrey & Pullen and has entered into an agreement with them to perform audit services for year ending April 30, 2010.

LIBRARY BOARD VACANCY

Director Jarzemsky stated that current Board member Sonia Singh has submitted her resignation. Discussion took place concerning the process that will take place to fill the Library Board vacancy. Director Jarzemsky stated that he will reach out to the community in the hopes of finding a replacement and submitted a posting for the Board's review. Trustees Singh and Szramiak volunteered to review the questionnaire to be given to potential candidates for the position. Packets with the submittals received would be available for the Board to review prior to the May meeting at which time the Board will be interviewing the candidates.

EMERALD ASH BORER VILLAGE – LIBRARY DISPLAY

Director Jarzemsky stated that the Library has worked closely with the Village in providing a display for residents concerning the emerald ash borer problem. The display has actual pictures of the worm holes and how to spot the D-shaped cut outs that this insect makes in the trees. The Board was pleased with the cooperation shown.

VII. PUBLIC DISCUSSION:

Director Jarzemsky stated that he will be providing the Board with a mock up of the proposed summer reading program tee shirts soon. The Board was invited to attend the April 30 retirement party to be given to the ten employees of the Village who will be retiring in June.

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 8:47 p.m. Trustee Rothbaum moved, and Trustee Szramiak 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 Rothbaum, Szramiak, Clark, Singh, Gaertner, Mallozzi, and Strutzel. NAYS: None. ABSENT: None

The Closed Session was concluded at 8:50 p.m. at which time the regular meeting of the Board reconvened.

STAFF SALARIES FY 2010/2011

Trustee Strutzel moved and Trustee Rothbaum seconded the **motion** that the FY 2010/2011 staff salary schedule recommended in the Executive Session this evening be approved. The motion carried by roll call vote: AYES: Trustees Strutzel, Rothbaum, Szramiak, Clark, Singh, Gaertner, and Mallozzi. NAYS: None. ABSENT: None

IX. ANNOUNCEMENTS:

Next Board Meeting: Wednesday, May 12, 2010

X. ADJOURNMENT:

Trustee Szramiak moved and Trustee Rothbaum seconded the motion to adjourn the April 14, 2010 Library Board meeting at 8:58 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones