

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

**I. CALL TO ORDER**

The regular Library Board meeting of July 14, 2010 was called to order by Vice President LeRoy Gaertner at 7:30 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kim Paprocki, and Linda Szramiak. Absent: Trustees Kelly Mallozzi, Bonni Rothbaum and David Strutzel. Also Present: Director Tim Jarzemsky.

**II. APPROVAL OF MINUTES**

The minutes of the June Board Meeting were reviewed. Trustee Clark moved, and Trustee Paprocki seconded the **motion**, that the minutes of the June 9, 2010 Regular Library Board meeting be approved as presented. The motion carried by voice vote with Trustee Szramiak abstaining.

**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 July 2010 in the amount of \$114,814.40 and the transfer of approximately \$320,574.40 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Clark, and Paprocki. NAYS: None. ABSENT: Trustees Mallozzi, Rothbaum and Strutzel.

At this time, Director Jarzemsky asked that the agenda be changed by moving the discussion under New Business: 2009/10 FY Audit Review and Approval to this point in the agenda. The Board was in agreement to this change.

**VI. NEW BUSINESS:**

**2009/10 FY AUDIT REVIEW AND APPROVAL**

Director Jarzemsky introduced Mr. Michael Zagar of McGladrey & Pullen Certified Public Accountants who was the managing auditor for this year's audit. Mr. Zagar reviewed the audit process and financial statements with the Board. Mr. Zagar stated that there were no issues with the financial statements. He discussed the audit plan and found no issues. There were good controls in place and the Library meets the standards. The library has no long term debt. He discussed post employment benefits. He reviewed the Statements of Net Assets and Activities. The library has enough cash on hand to cover its expenses if necessary. Mr. Zagar thanked Director Jarzemsky, Business Assistant Ginger Boskelly and staff for their assistance and cooperation. The Board thanked him for his presentation and stated that the audit justifies the confidence the Board has in Director Jarzemsky and his supporting staff. The Library is in good financial shape.

Removal from the Roll: Mr. Zagar leaves the meeting at 8:00 p.m.

**Motion** by Trustee Szramiak, seconded by Trustee Clark, that the Board approve the draft audit prepared by McGladrey & Pullen dated June 14, 2010. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Clark, and Paprocki. NAYS: None. ABSENT: Trustees Mallozzi, Rothbaum and Strutzel.

## **IV. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reported on the June activities including various programs. The first concert of the summer had an attendance of 174 people. The 7<sup>th</sup> Annual Pizza Taste-off was one of the programs that teens participated in with their vote for best overall pizza going to Domino's. Director Jarzemsky provided a staff update and a welcome was extended to Christine Sporleder who will start in the Adult Services Department on August 2<sup>nd</sup>. June total circulation was 35,881 which was up 9% over last year. The Library is working with the Park District by having their Summer Camp children visit the library. The YS reference transactions statistics are using the same criteria that the Adult Services Department currently uses. The Museum Adventure Pass program was discussed. This program is doing very well and quite popular. The Summer Reading Program has 609 registered participants. Sixteen teens attended the Summer Orientation meeting. It was noted that the July 12<sup>th</sup> staff in-service was very well done. Staff was congratulated for doing a great job.

### **MONTHLY STATISTICS**

The Board reviewed the statistics for the month of June. Circulation continues to be up by 9% over last June. The cardholder total number is at 17,285. Director Jarzemsky stated that he is working with the Village's Business Promotion and Cultural Development Committee in exploring the use of the library card as their "B-Card" in their next year's program.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – Social Media Policy – This policy will be discussed under Unfinished Business.

**FINANCE** – No report.

**BUILDING AND GROUNDS** - Elevator Problems – Director Jarzemsky reported that the control units failed. He described the incident and the pattern of problems that have occurred with the elevator. He has met with the elevator service provider to discuss the problems. If the whole elevator needs to be replaced, then the project would need to go out to bid. The elevator repairs could be done as a phased program. The problem with the control units has been fixed with replacement parts. Director Jarzemsky is working on getting proposals for the phased upgrading and discussed the proposed phases of upgrades. The physical car of the elevator would remain but the doors would be replaced.

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

##### **LIAISON REPORTS**

**LINC** – No report.

**VILLAGE** - No report.

**FRIENDS OF THE LIBRARY** – The Friends next meeting will take place on July 21 at 7:00 p.m. and the second Summer Concert will be held on Friday, July 16 at Noon.

**BIG** - Director Jarzemsky stated that the next meeting is Thursday, July 22, 2010 at Noon to be hosted by High School District 87 at their Facility Center. Director Jarzemsky plans to attend. Trustee Szramiak is available to attend as well.

#### **V. UNFINISHED BUSINESS:**

##### **SOCIAL MEDIA POLICY APPROVAL**

Director Jarzemsky stated that the policy has been reviewed and a number of revisions have been done. The Library's attorney reviewed the policy and recommended that the name of the proposed policy be changed to "Social Software Policy." Director Jarzemsky reviewed the policy with the Board. The policy makes it clear that employees are to be aware that they are speaking as a library employee on the library's internet. Staff will be required to sign off on the policy since it will be made a part of the Personnel Manual. The policy will be placed on the Library's Intranet. Discussion took place concerning the use of computers by staff in their homes. These employees would not have access to patron information. Director Jarzemsky asked for Board approval. Trustee Szramiak moved, and Trustee Paprocki seconded the **motion**, that the Board adopt the Social Software Policy. The motion carried by roll call vote: AYES: Trustees Szramiak, Paprocki, Clark, and Gaertner. NAYS: None. ABSENT: Trustees Mallozzi, Rothbaum and Strutzel.

#### **VI. NEW BUSINESS:**

##### **REVIEW DRAFT TEXT OF LONG RANGE PLAN**

Director Jarzemsky asked that the review of the draft text of the Long Range Plan be tabled to the next meeting. Trustee Rothbaum has done a lot of work on the plan and he would like for the Board to hear her comments. The Board agreed to the tabling of this discussion.

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

### **LIBRARY'S BOND & INTEREST LEVY**

Director Jarzemsky stated that he received the letter enclosed in the packet from the Village's Finance Director Gary Szott on the DuPage County Treasurer's decision to change the method of distributing the portion of the 2009 tax levy attributable to the Library's bond and interest levy. He explained how the Village and Library will handle this change. The bond will be paid off next year.

### **ILA CONFERENCE TRUSTEE DAY**

The Illinois Library Trustee Day will take place on Thursday, September 30, 2010 at Navy Pier. It is an all day event and the Board is welcomed to go. The Library would pay for the expenses. If any Trustee is interested in attending, they should contact Director Jarzemsky and he will register them for the program. Trustee Szramiak stated that she was interested in attending.

### **BANNED PATRON**

Director Jarzemsky explained what circumstances occurred that led up to the banning of this patron from the Library.

### **GROUP INSURANCE BENEFIT**

Director Jarzemsky discussed the new group dental insurance program. He had contacted different brokers and found a program that would cost interested employees less money. The program is offered by Guardian and is completely voluntary. It is a group dental and vision plan.

## **VII. PUBLIC DISCUSSION:**

The Board offered their condolences to Village Administrator Daniel Wennerholm on the passing of his mother.

## **VIII. EXECUTIVE SESSION:**

At 8:33 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, Clark and Paprocki. NAYS: None. ABSENT: Trustees Mallozzi, Rothbaum and Strutzel.

The Closed Session was concluded at 8:41 p.m. at which time the regular meeting of the Board reconvened.

**APPROVAL OF MINUTES OF EXECUTIVE SESSIONS:**

Trustee Szramiak moved and Trustee Gaertner seconded the **motion** that the minutes of the Executive Session of May 14, 2008 be approved and released. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Clark and Paprocki. NAYS: None. ABSENT: Trustees Mallozzi, Rothbaum and Strutzel.

**DESTRUCTION OF VERBATIM RECORDS:**

Trustee Szramiak moved and Trustee Gaertner seconded the **motion** that the verbatim records of the executive session of May 14, 2008 be destroyed. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Clark and Paprocki. NAYS: None. ABSENT: Trustees Mallozzi, Rothbaum and Strutzel.

**IX. ANNOUNCEMENTS**

Ice Cream Social: Thursday, August 5, 2010  
Next Board Meeting: Wednesday, August 11, 2010

**X. ADJOURNMENT:**

Trustee Gaertner moved and Trustee Paprocki seconded the motion to adjourn the July 14, 2010 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