

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 14, 2011**

ATTACHMENT A
1/11/2012

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m. Trustees present: LeRoy Gaertner, Kelly Mallozzi, Jacki McGrath, Bonni Rothbaum, Linda Szramiak and David Strutzel. Absent: Milton Clark. Also Present: Director Tim Jarzemsky, Youth Services Department Head Lisa Palmer and Village Trustee Jim King.

II. APPROVAL OF MINUTES

The minutes of the November Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, that the minutes of the November 9, 2011 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

Director Jarzemsky requested that the Youth Services Department Head under New Business be moved following approval of the Treasurer's Report. The Board agreed to his request.

III. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Strutzel moved, and Trustee Szramiak seconded the **motion**, that the Board approves the payment of bills for the month of December, 2011 in the amount of \$72,329.43 and the transfer of approximately \$262,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Mallozzi, McGrath, Szramiak and Rothbaum. NAYS: None. ABSENT: Trustee Clark.

VII. NEW BUSINESS:

YOUTH SERVICES DEPARTMENT HEAD

Director Jarzemsky introduced the new Youth Services Department Head Lisa Palmer. She has been working at the library for two months and feels the transition is going well. She stated that the Youth Services Department has a great staff. She is investigating expanding services and exploring a program using therapy dogs. She has worked with a group that provides therapy dogs for struggling readers at her former library. Trustee Mallozzi questioned if the Times for Two's Program would be considered for expansion. Ms. Palmer stated that registration for the program filled up in fifteen minutes and the department will be adding a second program. The Reading Literacy Program was very well received. It was a blend of educational and recreational activities.

Removal for the Roll: Ms. Palmer left the meeting at 7:40 p.m.

V. REPORTS

LIBRARIAN

Director Jarzemsky reviewed the Librarian report. He reported on the Health related programs that took place at the library during the past month. The Library has worked with Alexian Brothers on a number of programs in the past. He reported that the Holiday Open House was a great success and that Santa arrived in a police car because the fire engine was in use. One of the activities was a "Tech Petting Zoo" where patrons were able to play with ereaders and ask questions. He thanked the Fire and Police Departments for their assistance and the library staff. He discussed the programs that staff attended during the month. Circulation was down by 4.5% and staff is looking into bringing the numbers up. He stated that the change to the game policy should help circulation. He discussed the new Shoutbomb program and said statistics should be available next month. Director Jarzemsky stated that Mr. Sean Luster will demonstrate all the different applications that can be used with a smart phone at a future meeting. The upcoming marketing program will be on these types of mobile applications. He discussed the recent purchase of a scanner and the features that would be available to patrons. In response to questions, there will not be a charge for the use of the scanner but printing charges would apply if a document is printed. He reviewed the statistics for the month and discussed the success of the "On the Same Page" community reading project. This program was of little cost to the library due to sponsorships. The Library had 396 patrons attend programs related to the program during the month of October. The library does plan to do a similar program next year. Staff will be working on developing a program with the other libraries. The game night remains popular with teens and has on average thirty-five (35) participants. In response to a question, the teen game night is open to eighth to twelve graders.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of November. Circulation was down this month by 4.5%. Staff will continue to evaluate this trend. He discussed the materials that are up and the number of cardholders. He discussed the method and reasons for purging old library cards.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS - Report on Front Door Project - Director Jarzemsky discussed the problems that have occurred in the front doors installation. The fourth attempt to install the door will take place on Friday, December 9, 2011. Once the doors are installed, the front lobby carpet will be replaced. Director Jarzemsky assured the Board that the security of the building has always been maintained during the process.

V. REPORTS (Continued)

LIAISON REPORTS

LINC – No report.

VILLAGE - Village Trustee King presented information from the recent Village meetings. He talked about the proposed water rate increase and the reasons why the Village needs to pass along the rate increase instituted by the DuPage Water Commission and the City of Chicago. He stated that the Truth in Taxation hearing took place on Monday, December 12, 2011. The consideration of a joint dispatch unit was discussed. Trustee King mentioned that the Village is working on ways to bring new developments into the Village. The Board questioned what the status was with the Republic Disposal contract. He discussed the proposed changes to the senior discount and that future discussions on the issue are planned for the January Standing Committee of the Whole meeting.

FRIENDS OF THE LIBRARY – The next Friends' meeting will take place on the second Wednesday in January followed by a meeting in March to plan for the Friends book sale. New members were signed up at the Open House. The Chipotle fund raiser was a success, earning the Friends \$321 in proceeds from the event.

BIG - Director Jarzemsky reported that School District 13 is hosting the January meeting and have asked the meeting be changed to a week earlier, Thursday, January 19, 2012. Director Jarzemsky plans on attending. Trustees Rothbaum and Szramiak stated that they would be able to attend as well.

VI. UNFINISHED BUSINESS:

VII. NEW BUSINESS:

INVESTMENT QUARTERLY REPORT

Director Jarzemsky stated that Attachment G provides a written quarterly report on investments. The library is investing the funds in a legal manner. Currently, the two investment vehicles being used are the Illinois Metropolitan Investment Fund (IMET) and the Illinois Funds which are guaranteed by Federal governmental agencies. Director Jarzemsky reviewed the activity statements on these accounts. In addition, the library has two accounts with Chase Bank in which one is used to pay bills and salaries and one small checking account which never contains over \$2,000.00. Also provided in the report is the transaction history of the Froio donation account with Old Town Bank & Trust of Bloomington that shows the interest paid on the balance. All accounts are guaranteed.

VII. NEW BUSINESS (Continued):

FOOD FOR FINES

Director Jarzemsky stated that the library would again like to hold the Food for Fines program. The event would take place in April. Staff is looking into gaining participation with the Roselle library and the Village and Park District. Director Jarzemsky stated that April is a low point for donations and Bloomingdale Food Pantry is in need of food at that time. The Bloomingdale/Roselle Rotary will have available receptacles for food donations. It was suggested that the schools might wish to be involved as well and that patrons be encouraged to donate without having a fine to pay. Director Jarzemsky stated that fines are trending to the same mark as last year. The Board was in agreement that this is a very worthwhile program. Trustee Szramiak moved, and Trustee Mallozzi seconded the **motion**, that the Board approves the "Food for Fines" program for April, 2012. The motion carried by roll call vote: AYES: Trustees Szramiak, Mallozzi, Strutzel, Gaertner, McGrath, and Rothbaum. NAYS: None. ABSENT: Trustee Clark.

ELECTION DATES

Director Jarzemsky stated that the DuPage County Election Commission is again asking to use the Library as a polling place for 2012. The 2012 election dates are March 20th and November 6th. Director Jarzemsky stated that staff works with the Commission on the drop off and pick up of equipment. This provides the library exposure to the community and the Commission is glad to have the Library's support.

KARA FOUNDATION DONATION

Director Jarzemsky stated that the Kara Foundation has again selected the Library as the recipient of a \$1,000 grant. The library has been conscientious in following the guidelines to expend the grant funds. He has written a letter to the Foundation thanking them for the donation and will send another letter stating how the money was used. The Library is very grateful for their continued support.

OPEN MEETINGS ACT TRAINING

Director Jarzemsky reported on the amendments to the Freedom of Information Act and the Open Meetings Act taking effect on January 1, 2012. He discussed the new requirement that employers participating in the Illinois Municipal Retirement fund post on the Web sites, within six (6) business days of approving their budget, the "total compensation package" for each employee making over \$75,000 a year. Another requirement passed by the Illinois State legislatures requires that each elected or appointed member of a public body complete the electronic training on the Open Meetings Act within one year of the effective date. Every member of the Board needs to be certified in 2012. Director Jarzemsky stated that he will work with the Board to facilitate the training over the next twelve (12) months.

VII. NEW BUSINESS (Continued):

PATRON INCIDENT

Director Jarzemsky reported on a patron who is suffering from memory loss problems. The Police Department has been a wonderful resource for the problem. He especially wanted to thank Officer Dawn Odoi for her assistance. The staff has learned a considerable amount of information on how to handle patrons with memory loss issues.

ANNUAL PLANNING MEETING – NEED TO SELECT DATE IN JAN/FEB

Director Jarzemsky asked that the Board look at their calendars for availability for the annual planning meeting. He provided the Board with two possible dates. The Board agreed that Saturday, January 28 at 9:00 a.m. be set aside as the date of the annual meeting. Director Jarzemsky will contact Trustee Clark on his availability. February 4, 2012 will also be held as a snow date.

YOUTH SERVICES DEPARTMENT HEAD

Introduction of the Youth Services Department Head took place following the approval of the Treasurer's Report.

VII. PUBLIC DISCUSSION:

VIII. ANNOUNCEMENTS:

Holiday Closings – December 24 -26 and December 31, January 1-2.

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Rothbaum seconded the motion to adjourn the December 14, 2011 Library Board meeting at 8:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones