

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MARCH 9, 2011**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Kim Paprocki, Bonni Rothbaum, and David Strutzel. Absent: Linda Szramiak. Also Present: Director Tim Jarzemsky, Circ/Technical Services Department Head Kandice Krettler and Village Trustee James King.

II. APPROVAL OF MINUTES

The minutes of the February Board Meeting were reviewed. Trustee Gaertner moved, and Trustee Clark seconded the **motion**, that the minutes of the February 9, 2011 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. The date of the report was questioned and would be checked and corrected if necessary. Trustee Strutzel moved, and Trustee Paprocki seconded the **motion**, that the Board approves the payment of bills for the month of March, 2011 in the amount of \$44,439.94 and the transfer of approximately \$185,240.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Paprocki, Clark, Gaertner, Mallozzi and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

At this point in the agenda, Director Jarzemsky requested that the Circ/Tech Department Report under New Business be discussed. The Board agreed to his request.

VI. NEW BUSINESS:

CIRC/TECH DEPARTMENT REPORT

Director Jarzemsky introduced Circ/Tech Department Head Kandice Krettler. Ms. Krettler distributed to the Board a packet with information concerning her Department. She noted that her department is one of the largest and most visible departments within the library. She stated that her staff consists of 24 employees, 4 full-time and 20 part-time and 5 shelvers. In response to a question, the employees are responsible for emptying the book drop three times a day. She reviewed a typical day in the circulation/tech department. For this fiscal year the circulation staff has circulated 301,690 items, replaced 261 lost or damaged library cards, issued 1,095 new library cards, and counted 183,481 patrons through the security gates. She gave an overview and description of each member of her staff. She went on to describe a new item that will begin circulating to staff for training next month within the Library, a Barnes & Noble Nook e-reader. The Nook was purchased with the donated funds received from the Kara Foundation. The policy for the use of the Nook is being formulated but it will be circulated to patrons in good standing for a period of two weeks. A fine of \$5.00 a day would be assessed for being late with a maximum of \$50.00. She went on to describe how the Nook operates and what accessories will be included. She explained that the department will hold classes on how to download books, probably monthly. The Nook will be available for check out to adult Bloomingdale patrons only. She explained the overdue process and what occurs if an item is lost or damaged. The Board

thanked Ms. Krettlar for her report.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Winter reading program. The library hired two new staff members: Joseph Latoria, shelver, and Christine Panoutsos, part-time circulation clerk. Circulation continues to be up over 1% compared to last year, which is great considering the library was closed for two days because of the February blizzard. He described some of the program which took place during the month. The "Breaking-In: The Basics of Writing for Magazines" is a joint program with Glenside Public Library and 56 aspiring writers attended the program. The Bloomy Awards Movie Marathon took place on Saturday, February 12 with three current Best Picture Oscar movies shown. The Practice ACT Exam program had 34 teens in attendance. The follow up program, ACT Test Strategy, was also well attended with 14 teens. The February 19th World War II Veterans Remembrance Program hosted by the Bloomingdale Historical Society had 50 people in attendance and Kandy Jones did an excellent job emceeing the event. The publicity for the program was done through the Village almanac and the library's website. Director Jarzemsky thanked Village staff for the excellent job they did in clearing the snow and making the library accessible for the patrons during the month.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of February. Circulation continues to be up even with poor weather conditions. Director Jarzemsky stated that e-books are becoming popular. A slight decline in the numbers circulated for e-audio books over last year was noted. The number of card holders is down slightly over last year. In response to questions, the State does not allow an individual to have two library cards. The Board member cards are honored at the Bloomingdale library but not at other libraries currently. The Board will be receiving a newly designed card that will allow them to use their library card at other libraries.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – Identity Protection Policy – Director Jarzemsky reviewed the policy with the Board. The State legislature adopted Public Act 96-0874, the Identity Protection Act. All public libraries are required to adopt an Identity Protection Policy by June 1, 2011. The policy is to protect an individual's social security number. Once adopted, the policy will be posted in the library's policy manual. Trustee Mallozzi moved and Trustee Gaertner seconded the **motion**, that the Board approves the adoption of the Bloomingdale Public Library District Policy with Regard to the Collection, Use, Disclosure and Protection of Individuals' Social Security Numbers as described in Attachment E as presented. The motion carried by roll call vote. AYES: Trustees Mallozzi, Gaertner, Clark, Paprocki, Strutzel, and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

FINANCE – No report.

BUILDING AND GROUNDS - No report.

IV. REPORTS (Continued)

LIAISON REPORTS

LINC - Trustee Szramiak attended the March 2, 2011 meeting of the LINC Governing Board. She provided the Board with a written report that Trustee Rothbaum read. The 2011-12 Operating Fund Budget was approved. The Social Network Policy was approved. Carol Dawe's evaluation was discussed with the directors to meet and evaluate her performance. At the April LINC meeting, the directors will share their evaluations of Mrs. Dawe. The "Library Anywhere" purchase was presented by Mrs. Dawe. This application will allow patrons with iPhones and android devices to access their Library's website. Another system called "Shout Bomb" would allow a hold notification system for iPhone users and is under consideration to be purchased by LINC. Discussion took place on e-books and the possibility that Harper may limit the number of downloads per e-book to 26. The Board questioned the cost of an e-book. Director Jarzemsky explained the purchasing policy. The PFM Group made a presentation on financial options.

VILLAGE - Village Trustee King was present and asked if there were any problems with the Village's snow removal during the recent snow storm. The Board was in agreement that Village staff performed excellently and they praised them for their work. He informed the Board on the new business, HHgregg Appliance Store scheduled to open within the Village. Kohl's is planning an upgrade to their store. It was noted that Sears is planning on leaving Charlestown Mall. The Village sales tax revenue is down but improving. Director Jarzemsky offered the Village trustees the opportunity to have photo identification cards made for them by the Library.

FRIENDS OF THE LIBRARY – The Friends' two-day book sale is this weekend. The Friend volunteers will be doing the setup on Friday.

BIG - No report.

V. UNFINISHED BUSINESS:

ELEVATOR MODERNIZATION BIDS

Director Jarzemsky stated that the bids were publicly opened and seven bids were received for the Elevator Modernization. The bids ranged from a high of \$79,000 to a low of \$49,175.00. The elevator consultant reviewed all the bid documents. The bidders and their bids were: Schindler at \$65,700.00; Colley at \$49,175.00; ACM at \$51,803.00; Mid-American at \$75,778.00; ThyssenKrupp at \$65,423.00; PES at \$53,000.00 and Kone at \$79,000.00. The lowest qualified bidder was also the lowest bidder which was Colley at \$49,175.00. The elevator consultant, David Roth & Associates, recommends awarding the contract to Colley Elevator based on a number of criteria used to judge the bids as detailed

in his letter of March 4, 2011. Colley will provide the necessary performance and payment bonds upon award of the contract. A list of the major components per the specifications was supplied by Colley. The machinery that they will be installing is new, modern, and the latest generation equipment.

V. UNFINISHED BUSINESS: (Continued)

ELEVATOR MODERNIZATION BIDS

Discussion took place concerning the equipment and branding. Colley does substantial work with municipalities and libraries. Preventative maintenance is covered under the warranty for one year. A service contract was included in the packet. This would cover inspection and necessary maintenance of the elevator every month with the replacement of parts caused by normal wear and tear after the warranty period for five (5) years. Director Jarzemsky recommends that the award of the contract for the elevator modernization to Colley Elevator Company based upon the factors presented. Trustee Rothbaum moved and Trustee Clark seconded the **motion**, that the Board accept and award the contract for the elevator modernization to Colley Elevator Company of Bensenville, IL based on their lowest qualified bid of \$49,175.00 as recommended by Director Jarzemsky. The motion carried by roll call vote. AYES: Trustees Rothbaum, Clark, Mallozzi, Gaertner, Paprocki, and Strutzel. NAYS: None. ABSENT: Trustee Szramiak.

KARA FOUNDATION LETTER

Director Jarzemsky stated that the Kara Foundation again provided a generous \$1,000.00 grant to the library. A letter was sent on behalf of the Library Board and Staff thanking them for the generous gift. The funds were used to purchase a learning table that encourages children and their caregivers to play a variety of literacy activities and three (3) new e-readers for adult patrons. The Board expressed their gratitude to the Foundation for their generosity

FOOD FOR FINES

Director Jarzemsky stated that he had contacted the Board via e-mail about holding the Food for Fines event during the month of April so that the information could be included in the Village Almanac. The Board agreed that this program continue. The Library will remove one fine for every non-perishable food item or personal health and hygiene item donated. The offer does not apply to lost or damaged items. The Bloomingdale Township pantry is very grateful for the program. Trustee Strutzel moved and Trustee Mallozzi seconded the **motion**, that the Board approves the Food For Fines program as presented. The motion carried by roll call vote. AYES: Trustees Strutzel, Mallozzi, Rothbaum, Clark, Gaertner, and Paprocki. NAYS: None. ABSENT: Trustee Szramiak.

B-CARD PROMOTION

Director Jarzemsky described the Village's Business Promotion and Cultural Development Committee B-Card promotion. The promotion will be held from April 2 - 10, 2011. If a patron of a participating business shows their library card, then the patron will be entitled to that businesses promotional discount. It is a way to encourage shopping locally. The Board and staff were appreciative of being able to be involved in the program.

V. UNFINISHED BUSINESS: (Continued)

DRAFT TENTATIVE BUDGET REVIEW

Director Jarzemsky provided the Board with the tentative budget figures based on percentage of increase. The current operational budget for FY10/11 is \$2,794,052.78. He discussed the differences between the Operational budget, the operational levy and the appropriation. 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 no increases. He discussed the fixed costs that the library has no control over which consists of payroll, medical insurance and IMRF pension costs. He stated that some line items were able to be decreased to help absorb some of the fixed cost increases. A draft budget is proposed to be presented in April. The budget increase will be probably less than two percent. The Departments are continuing to work on their line items.

DRAFT 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. He is hoping that, due to the upcoming Library Board election, the Board could hopefully complete his evaluation for April. Trustee Rothbaum stated that the Department Heads were asked to evaluate his performance as well.

VI. NEW BUSINESS:

BANNED PATRON

Director Jarzemsky explained the circumstances that led to the banning of this particular patron. The Police Department was involved and they were very helpful. The patron, based on this incident and prior incidents, has been banned from the library for one (1) year. The patron has not returned to the library since being informed of the banning. Director Jarzemsky explained the procedure if this patron should attempt to enter the library. The Department Heads have been briefed and will call the Police Department immediately.

VI. NEW BUSINESS:

HMO RATES 2011/2012

This item was presented for the Board's information. The information is a planning tool and the final rates will not be known until April.

CIRC/TECH DEPARTMENT REPORT

This item was moved up in the agenda and the report was given following approval of the Treasurer's Report.

VII. PUBLIC DISCUSSION:

The Board was invited to attend a dinner sponsored by the LACONI Group in which the library is a member. If interested, they should contact Director Jarzemsky. Trustee Paprocki's term of office is over in April. She has chosen not to run for office. The Board wished everyone running for office the best of luck in the upcoming Municipal Election on April 5, 2011.

VIII. ANNOUNCEMENTS:

IX. ADJOURNMENT:

Trustee Rothbaum moved and Trustee Clark seconded the motion to adjourn the March 9, 2011 Library Board meeting at 8:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones