

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
APRIL 13, 2011**

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, Kelly Mallozzi, Kim Paprocki, Bonni Rothbaum, David Strutzel, and Linda Szramiak. Absent: None. Also Present: Director Tim Jarzemsky, Business Manager Shauna Porteus and Village Trustee James King.

At this point, the Board recognized Trustee Kim Paprocki for her dedicated service as a Library Trustee. Trustee Paprocki chose not to run for election. This is her last meeting as a Library Trustee.

II. APPROVAL OF MINUTES

The minutes of the March Board Meeting were reviewed. Trustee Mallozzi moved, and Trustee Paprocki seconded the **motion**, that the minutes of the March 9, 2011 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 Strutzel moved, and Trustee Szramiak seconded the **motion**, that the Board approve the payment of bills for the month of April 2011 in the amount of \$75,272.60 and the transfer of approximately \$220,977.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Clark, Gaertner, Mallozzi, Paprocki and Rothbaum. NAYS: None. ABSENT: None

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

VI. NEW BUSINESS:

BUSINESS OFFICE DEPARTMENT REPORT

Director Jarzemsky introduced Business Manager Shauna Porteus. Ms. Porteus distributed to the Board a business office department overview brochure. The function of the Business Office is to serve the public and provide administrative support to the library staff and operations. The services the business office provides for the public include faxing, computer class registration, meeting room requests, coordination of artist application and exhibits, and outreach services to schools. She reported that the internal functions of the department include human resources, office supply ordering, event coordination and setup, marketing and building maintenance. She provided a staff overview. The department consists of eight staff members – four (4) full-time and four (4) part-time individuals. The brochure included a profile of each of the staff members, which she reviewed with the Board. Ms. Porteus is the manager of the department and coordinates library events and marketing along with overseeing human resource functions. She is the chair of the marketing committee. Ms. Porteus reported on the duties of her staff. Juriana Salinas is in charge of payroll and tracks vacation/sick time. She also orders office supplies and coordinates meeting room bookings. She helps patrons who may need assistance as well. Mary Holtrop is in charge of assembling the monthly librarian's report and prepares the "Between the Shelves" staff newsletter. Jean Hamilton, who will be celebrating her 35th anniversary as a library employee, transcribes oral histories for the local history department and

prepares documents for the business office, circulation, and adult services. Ginger Boskelly is in charge of accounts payable/receivables and works closely with the auditors and assists with the budget. Jim Barnoski is in charge of building and grounds maintenance and maintains the building equipment as well as setting up all meeting rooms for special events and requests. He has been working at the library for the past twenty-five years. Kandy Jones represents the library at schools. She serves on the Character Counts Coalition and works with the Historical Society Veteran's Day Celebration. She also manages the "Bag of Books" program. Ms. Porteus reviewed the three main goals of her department which are: the moving towards a paperless office and the creation of a digital library of business files; automation of the scheduling system so that the library staff will have remote access from home to the schedule and the continued expansion of the library's marketing efforts. As far as the marketing efforts, all departments have been working together on four core marketing campaigns for this year. She discussed the past campaign. In response to Trustee Mallozzi, the Facebook page is maintained by the Adult Services Department. Trustee Mallozzi has been very impressed by the service. Director Jarzemsky stated that the Business office does a great service for the library and he is grateful for Ms. Porteus' leadership. He praised her for her efforts in handling the numerous special events, such as the Bunny Breakfast/Brunch. The events go off very well because of her and the department. The Board thanked her for her presentation.

IV. REPORTS

LIBRARIAN

Director Jarzemsky sadly reported that Gloria Elder's husband passed away suddenly. The Library sent flowers and condolences from the Board and staff. Director Jarzemsky reviewed his report and pointed out the number of reference transaction. The Museum Adventure Pass program sponsored by Macy's was discussed. This program has been funded through August. The program is very popular but the actual cost for admission is born by the participating museums so it is not known if the program will continue since some participants have begun to drop out. He reviewed the Youth Services programs and what the Volunteers have been working on. The library is getting ready for the Celebrate Reading Parties. Ms. Kandy Jones is also preparing for the Memorial Day Remembrance program with the Historical Society. The Library rents the chairs for the event. The library will again be hosting another Exam Cram for local high school teens.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of March. The circulation report shows circulation is up 2% over last year. Discussion took place concerning e-readers and Harper Collins' decision on limiting the number of times a single book can be renewed.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

IV. REPORTS (Continued)

STANDING COMMITTEES

BUILDING AND GROUNDS – Outside Lettering/Summer Plantings: The Library has hired a new landscaping company, Pine Landscaping. After receiving three bids, Pine Landscaping came in as the lowest qualified bidder. This is their first month as the landscaper at the library and the Board was in agreement that the grounds looked good. The Board reviewed the proposed summer plantings. The plantings will consist of annual flowers as well as grasses. If the Board has any questions or wishes for a different mix, they should contact him. The price for mowing is competitive.

Director Jarzemsky reviewed what is being proposed for the installation of new outside lettering. A proposal has been received and reviewed from Mark Your Space, Inc. of Bartlett, IL and is included in the Board's packet. The sign lettering needs to be replaced because the letters are deteriorating. The proposed change to the lettering includes the addition of the Library's dragonfly logo. The work would take place utilizing next year's budget funds. The location for the sign would not change. The brick wall is in good condition. The new letters will be similar to what exists presently and will be made of brushed aluminum. The sign will be lit with spot lights as it is presently. Based on the discussion, Trustee Gaertner moved, and Trustee Szramiak seconded the **motion**, that the Board approve the sign proposal as presented. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Clark, Gaertner, Mallozzi, Paprocki and Rothbaum. NAYS: None. ABSENT: None

LIAISON REPORTS

LINC – Trustee Szramiak reported that the LINC Director proposed salary increase based on performance will be re-examined. The Director's raise will have an impact on the proposed budget.

VILLAGE - Trustee James King was in attendance and thanked the Library for their support of the Village's B-Card promotion. The Village will again be participating in the Senior Fair as will the Library. The Police Department is participating in a fundraising event for the Special Olympics on May 20th at the Dunkin Donuts on Lake Street. Yard waste pick-up resumes this month and the Village-wide brush pickup starts the week of April 18th. The newly-elected Trustee, Michael Hovde, will be sworn in at the May 9th Village Board meeting. Trustee Clark questioned the amount of sales tax that is being charged on the original price versus the sale price of some goods by certain businesses. Trustee King responded that it is not a Village enacted choice. The State collects the sales tax. He will investigate the matter. In response to questions, Binny's and the expansion of Wal-Mart projects are moving ahead.

FRIENDS OF THE LIBRARY – Director Jarzemsky reported that the next meeting of Friends will be on Wednesday, April 20, 2011 at 7:00 p.m.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, April 28, 2011 at Noon to be hosted by the Bloomingdale Park District. Trustees Strutzel and Szramiak along with Director Jarzemsky plan on attending.

V. UNFINISHED BUSINESS:

FISCAL YEAR 2011/2012 BUDGET REVIEW

Director Jarzemsky stated that in the meeting packet is a Daily Herald article titled "DuPage Property values drop 6 percent." The trend is down. The value of property has diminished. He discussed how this drop will affect the levy rate and property taxes. The Final EAV will be issued in May by the County. He reviewed the chart showing the year valuations, the general levy and the percentage of increase since 1996. Director Jarzemsky presented a draft budget. The library does have a reserve of funds. The amounts on deposit in the IMET and the Illinois Funds were made available for the Board's review. The library currently has one year's worth of operating funds. The Board should consider a reduction in the amount of the levy. This would not affect the operations of the library. The Library's bond levy will be paid off. As a planning tool, Director Jarzemsky is proposing a 2% reduction in the levy. Trustee Strutzel stated that if it is reduced for one year, he would not like to see it be raised the following year. He was in favor of a small decrease. Director Jarzemsky 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. The health insurance and personnel costs will be finalized in May. Discussion took place concerning the percentage that the library pays for employee health insurance and the IMRF Retirement Fund. The library will be receiving an e-rate grant for a reduction in the telephone rates again. Printing costs are up due to the cost for color. Professional services budget has been reduced as well as grounds maintenance. Staff is printing to staff copiers thereby reducing the costs for copier/printing supplies. The purchase for computer hardware and software is divided differently. Book purchases are determined by staff. The majority of the cost increases relate to personnel. The budget can be adjusted downward slightly by May. The draft budget is \$2,832,806.12. The Library has appropriated \$3,163,400.12. The levy is itemized but is only a dollar figure. Director Jarzemsky is looking for consensus from the Board. Trustee Gaertner stated that he believes that Director Jarzemsky is moving in the right direction. The budget is proposed to be approved at the next meeting.

STAFF IN-SERVICE DAY – APPROVE CLOSING THE LIBRARY ON FRIDAY, AUGUST 19TH

The library is planning on having a Staff In-Service day on August 19, 2011. An outline of the proposed program for the day was provided for the Board's review. In October, the Bloomingdale Library along with the Roselle and Itasca libraries will be participating in the "One Book" program. The libraries will be asking patrons to read the novel; "The Great Gatsby" and events will be centered on that theme. The Board is again welcome to attend the in-service. Director Jarzemsky is asking for permission from the Board to close the library for that day. Trustee Szramiak moved, and Trustee Mallozzi seconded the **motion**, that the Board approves the closing of the Library on Friday, August 19, 2011 for a Staff In-Service Day. The motion carried by roll call vote: AYES: Trustees Szramiak, Mallozzi, Strutzel, Clark, Gaertner, Paprocki and Rothbaum. NAYS: None. ABSENT: None

VI. NEW BUSINESS:

RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FISCAL YEAR 2011/12

Trustee Rothbaum presented Resolution No. 2010/2011-6 entitled Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois.

Trustee Clark moved and Trustee Gaertner 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 Clark, Gaertner, Szrmiak, Strutzel, Rothbaum, Paprocki 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.

NON-RESIDENT PUBLIC LIBRARY CARD PARTICIPATION

Director Jarzemsky stated that the Library would be using the property tax bill method to calculate the fee to non-residents for a Bloomingdale library card and again participating in the DuPage Library System Non-Resident Library Card Program. He explained how the fee would be calculated based upon the levy rate. Only two or three households have participated in the program in the past. An unincorporated household that applied would need to show their property tax bill. They would receive the full services offered by the library upon paying the calculated fee. Trustee Rothbaum moved and Trustee Szrmiak seconded the **motion**, that the Board approves the DuPage Library System Non-Resident Public Library Card Fee policy as presented. The motion carried by roll call vote. AYES: Trustees Rothbaum, Szrmiak, Gaertner, Clark, Mallozzi, Paprocki, and Strutzel. NAYS: None. ABSENT: None.

BUILDING FUND TRANSFER

Director Jarzemsky stated that the unaudited estimated reserve in the operating budget, after estimated April 2011 expenses, is \$244,820.00. The audited Building Fund balance as of May 1, 2010 was \$684,389.00. Director Jarzemsky is asking 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 Gaertner moved and Trustee Strutzel seconded the **motion**, to approve the fund transfer of \$100,000.00 from the operating budget reserves to the Building Fund at the end of the fiscal year. The motion carried by roll call vote. AYES: Trustees Gaertner, Strutzel, Szrmiak, Clark, Paprocki, Mallozzi, and Rothbaum. NAYS: None. ABSENT: None

VI. NEW BUSINESS: (Continued)

FAX POLICY/UPDATE

Director Jarzemsky stated that the Fax Use Service policy needs updating. The policy shows the charges that the Library uses along with a comparison of what others in the area charge. The Fax Use Service Policy was reviewed by the Board. There are certain countries where the fax service is not available due to the exorbitant per minute charges and those countries are shown on the policy. The report provided to the Board also shows the fax activity for FY 2009-2010 and FY 2010-11. Director Jarzemsky would like the Board to approve the policy. He noted that the AT&T costs have not gone up. Trustee Szramiak stated that she did a survey of some of the local libraries and they charge a higher fee for international faxes. Director Jarzemsky stated that the staff does help the patrons with the faxes. The Library does not use a service as some others do where they pass along the charges of the service to the patrons. Trustee Szramiak would like this item tabled to the next meeting so that staff could review the charges made at other libraries.

ILA SNAPSHOT DAY

The Illinois Snapshot Day of "Snapshot: One Day in the Life of Your Library" was April 13, 2011. Staff has been taking pictures and gathering comments from patrons. The attendance figures along with the pictures and patron comments will be sent to local State representatives to make them aware of the importance and invaluable services offered at their library and the need for continued State funding.

AUDIT AGREEMENT

Director Jarzemsky stated that the library has received the audit agreement letter dated April 6, 2011 from McGladrey & Pullen, LLP. McGladrey has worked well with the library staff and their performance has been excellent. He would like to continue with their services. Trustee Gaertner moved and Trustee Clark seconded the **motion**, to approve the agreement with McGladrey & Pullen, LLP for the services to perform the audit for the year ending April 30, 2011. The motion carried by roll call vote. AYES: Trustees Gaertner, Clark, Strutzel, Szramiak, Paprocki, Mallozzi, and Rothbaum. NAYS: None. ABSENT: None

E-READER POLICY REVIEW

Director Jarzemsky stated that he is providing the Board with the e-reader policy for their review. The Nook e-readers will enhance and work well with the library's collection. The user agreement is part of the policy. Director Jarzemsky asked that the Board review the proposed policy and this item will be brought back at the next meeting for approval. Training on the Nook e-readers will be held monthly.

VI. NEW BUSINESS: (Continued)

PER CAPITA GRANT

Director Jarzemsky stated the Secretary of State awarded the Library a FY11 Illinois Public Library Per Capita Grant in the amount of \$23,287.18. The library has not received any funds as of today.

DLS NEWS

The DuPage Library System has a new name: Reaching Across Illinois Library System (RAILS). The new name was necessary because of the merger of the library systems. RAILS is also looking for nominations for their Board of Directors. Director Jarzemsky asked if anyone would be interested in serving on the Board. If they are interested in running, they should let him know.

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.

At 9:00 p.m. Trustee Rothbaum moved, and Trustee Clark 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, Clark, Szramiak, Paprocki, Gaertner, Mallozzi, and Strutzel. NAYS: None. ABSENT: None

The Closed Session was concluded at 10:06 p.m. at which time the regular meeting of the Board reconvened.

DIRECTOR'S SALARY FY 2011/2012

Trustee Gaertner moved and Trustee Strutzel seconded the **motion** that the FY 2011/2012 Director's salary, as recommended in Executive Session, be approved. The motion carried by roll call vote: AYES: Trustees Gaertner, Strutzel, Rothbaum, Szramiak, Clark, Mallozzi and Paprocki. NAYS: None. ABSENT: None

VII. PUBLIC DISCUSSION:

IX. ANNOUNCEMENTS:

Next Board Meeting: Wednesday, May 11, 2011

X. ADJOURNMENT:

Trustee Szramiak moved and Trustee Gaertner seconded the motion to adjourn the April 13, 2011 Library Board meeting at 10:09 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones