

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MAY 11, 2011**

**SWEARING IN OF MEMBERS ELECTED IN THE  
APRIL 5, 2011 CONSOLIDATED ELECTION**

Prior to the start of the meeting, Village President Robert Iden administered the oath of office to the newly elected Trustees Milton H. Clark, Kelly Mallozzi, Jackie McGrath, Bonni Rothbaum and David J. Strutzel. He thanked the members of the Board for their time and effort in the betterment of the Library and the community. The Board thanked him for his contributions and dedication to the community as well and the Village's continuous cooperation with the Library.

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:40 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Jackie McGrath, Bonni Rothbaum, and David Strutzel. Absent: Trustee Linda Szramiak. Also Present: Director Tim Jarzemsky, Village President Robert Iden and Village Trustee Jim King.

**II. APPROVAL OF MINUTES**

The minutes of the April Board Meeting were reviewed. Trustee Mallozzi moved, and Trustee Gaertner seconded the **motion**, that the minutes of the April 13, 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. Trustee Strutzel moved, and Trustee Gaertner seconded the **motion**, that the Board approves the payment of bills for the month of May 2011 in the amount of \$64,350.58 and the transfer of approximately \$204,700.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Clark, Mallozzi, McGrath, and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

## **IV. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reported that April programs focused on financial literacy with a Money Smart Week. Money Smart Week topics included saving money, investing money, cutting coupons and Disney World on a budget. Jerry Gaetano, Circulation/Technical Services Clerk, resigned/retired on April 18, 2011. Thomas Hillier, Circulation/Technical Services Clerk, graduated from Dominican University with a Master in Library Science degree. The library will be hosting a celebration for him on Thursday, May 12, 2011 at 3:30 p.m. Circulation continues to increase. The purging of cardholders who have not renewed their library card continues. The Food for Fines program was a great success. The donated food was greatly appreciated by the Bloomingdale Township Food Pantry. As shown in the report, the Library hit their revenue mark for anticipated fines. The Post Office will also be holding their annual food drive on May 14, 2011. It was noted that the online Bloomingdale Heritage Collections had 687 visits to the page during the month of April. Director Jarzemsky discussed the success of the collection. A discussion took place concerning the various monthly programs. The statistics on the April 13 "Snapshot Day - One Day in the Life of Your Library" will be presented at the June meeting. Director Jarzemsky talked about the various young adult programs. The Celebrate Reading parties will begin in May. Bloomingdale first graders will visit the library to celebrate reading. Staff is in the process of getting ready for the summer reading program.

### **MONTHLY STATISTICS**

The fiscal year ends in April and the library statistics summary shows the totals for the fiscal year compared to previous years. The total number of items circulated in FY 2010/11 was 363,604. Director Jarzemsky reviewed the various totals with the Board. Circulation continues to be up over last year. Statistics on the fine amounts collected through ePay were reviewed. The database usage statistics show the monthly number of searches.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – No report.

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

**BUILDING AND GROUNDS - Front Door Problem** – Director Jarzemsky reported that Mr. Barnoski found a problem with the front lobby doors where they meet at the center post. The post is sunk in concrete and the concrete has begun to deteriorate. It has created difficulty with closing the doors. Mr. Barnoski is recommending the doors be repaired or replaced along with any cement work that may be required. The problem will need to be resolved before winter. The current doors and frames were installed in 1996 with the ADA assist replaced in November, 2006. There are sufficient funds in the Building Fund to cover the cost of these repairs. The work will be bid out. The Library may need to be closed during the repairs since this is the main patron entrance to the Library. **Color Samples for Outside Logo** - Director Jarzemsky provided color samples of what is proposed to be used for the outside logo signage. He explained who the low bidder was for the sign and the materials that will be used. The logo of the dragonfly will be made a part of the sign. The proposed sign was approved at the last Library Board meeting. **Parking Lot Maintenance** - Director Jarzemsky reported that the library parking lot will be seal coated and striped. There are areas that need repairs and resurfacing. The work is scheduled to take place on May 17, 2011. The staff and front parking lots will be closed. Patrons will need to park in the gazebo parking area. He has informed the Village of the plans.

#### **LIAISON REPORTS**

**LINC** – No report.

**VILLAGE** - Mayor Iden stated that the Village's three newly-elected Trustees (Bob Czernek, Michael Hovde and Jim King) were sworn in at the last Village Board meeting. He reported that Binny's is opening their store on Army Trail Road in September. He described the configuration of the store's location. Wal Mart did apply for building permits today for their expansion of the current store. Trustee King responded to the sales tax question asked by Library Trustee Clark at the last meeting. Trustee Clark's question was described and if there are any further questions, Trustee Clark can speak with the Village's Finance/Treasurer Gary Szott.

**FRIENDS OF THE LIBRARY** – Director Jarzemsky reported on the April 20, 2011 meeting. The Friends agreed to continue their support of the summer reading program. They will also continue to cover the expenses involved with the various winter holiday events held at the Library. The Friends are looking into another possible fund raising event, a Murder Mystery Dinner with possible collaboration with Roselle and Itasca as a part of the "One Book, One Read" program. The book chosen is *The Great Gatsby*.

**BIG** - Director Jarzemsky reported on what was discussed at the meeting held on April 28, 2011 hosted by Bloomingdale Park District. Trustees Strutzel and Szramiak also attended the luncheon. Discussion centered on the "Ryder's Cup" golf event that will take place at Medinah Country Club in September, 2012. Lake Park High School will be closed during the event. Mayor Iden explained how the event will greatly help the area economically. Trustee Strutzel described the renovation work taking place at the Park District.

**V. UNFINISHED BUSINESS:**

**FAX POLICY/UPDATE**

Director Jarzemsky stated that this is a courtesy service for the patrons. There are no changes to the current policy for local or domestic faxing. The cost for faxing internationally has been raised. He reviewed the charges for this service. The policy needed updating. Trustee Rothbaum moved and Trustee Clark seconded the **motion**, that the Board approve the Fax Use Service Policy as presented. The motion carried by roll call vote. AYES: Trustees Rothbaum, Clark, Gaertner, Mallozzi, McGrath and Strutzel. NAYS: None. ABSENT: Trustee Szramiak.

**E-READER POLICY**

Director Jarzemsky stated that at the last Library Board meeting the e-reader policy was given to the Board for their review. He reported that staff did attend a program at the Schaumburg Library on the e-reader. Patrons will be made aware of the cost of the device and/or any parts if are damaged, lost, stolen or not returned. The e-reader will be available to Bloomingdale residents in good standing only. He reviewed the circulation guidelines as outlined in the policy with the Board. There will be five Nook e-readers available for checkout presently. Once the policy has been approved, then plans can be developed to begin circulation of the e-readers. Trustee Mallozzi moved and Trustee McGrath seconded the **motion**, that the Board approve the e-Reader Circulation Policy as presented. The motion carried by roll call vote. AYES: Trustees Mallozzi, McGrath, Rothbaum, Clark, Gaertner, and Strutzel. NAYS: None. ABSENT: Trustee Szramiak.

**VI. NEW BUSINESS:**

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS FY 2011/2012**

Director Jarzemsky reviewed the Resolution with the Board. The Library relies on the levying authority of the Village, which incorporates the Library's appropriation amounts in the Village's Appropriation Ordinance as well as including the Library's necessary levied dollars in the Village's Levy Ordinance. Director Jarzemsky pointed out that the appropriations amounts are the dollars that the Library could spend if necessary. The levy has been reduced by 2% over last year. He discussed the levy and the differences between the levy, the proposed appropriation and the budget. It was acknowledged that the value of property within the Village has dropped. The library will use their reserves and reduce the levy.

## VI. NEW BUSINESS: (Continued)

### **RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS FY 2011/2012**

Trustee Rothbaum presented Resolution No. 2011/2012 entitled Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year Beginning May 1, 2011 and Ending April 30, 2012.

Trustee Gaertner 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 Gaertner, Strutzel, Clark, McGrath, Mallozzi and Rothbaum. The following Trustees voted NAY: None. Absent: Trustee Szramiak.

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.

Mayor Iden discussed the relationship between property values and taxes.

### **OPERATING BUDGET FISCAL YEAR 2011/2012**

Director Jarzemsky discussed the proposed budget. The budget is a planning tool. The current budget, the proposed budget, the appropriations and levy amounts were outlined on the attachment provided to the Board. The line items within the budget were discussed at the Library's last meeting. Director Jarzemsky reviewed the items that the Library does not have any control over. He pointed out that the grant from the State has been removed from the budget as a revenue source. He reviewed the Building Fund report and some of the projects that may be expended from that source. He reviewed the past year's levies and the property valuations over the years. The Library bond levy will end with this year's tax bills payable in June and September. After a final review and discussion of the Operating Budget document, Trustee Clark moved and Trustee Mallozzi seconded the **motion**, that the Board approves the Operating Budget for Fiscal Year 2011/2012 as presented. The motion carried by roll call vote. AYES: Trustees Clark, Mallozzi, Rothbaum, Gaertner, Strutzel, and McGrath. NAYS: None. ABSENT: Trustee Szramiak.

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

### **BOARD OF TRUSTEES OFFICER ELECTIONS**

Director Jarzemsky distributed a copy of the "Officer History of Current Trustees." After a brief discussion, the following motion was made:

Trustee Mallozzi nominated the current slate: Bonnie Rothbaum as President; LeRoy Gaertner as Vice-President; Milton Clark as Secretary and David Strutzel as Treasurer; Trustee McGrath seconded the nominations. There were no further nominations. The motion carried by roll call vote: AYES: Trustees Mallozzi, McGrath, Gaertner, Strutzel, Rothbaum, and Clark. NAYS: None. ABSENT: Trustee Szramiak.

### **FROIO LETTER**

Director Jarzemsky stated that the annual report for the fiscal year 2010/2011 Froio Fund has been sent to Mr. Froio and was included in the packet for review by the Board. The principle balance always remains the same. The principal amount is deposited in a local bank that has the best interest rate and the materials are purchased with the interest money. The multi-cultured collection consists of DVD's, books and other materials. The collection has wide variety and reflects the Village population. An article is planned for the Village's Almanac on Mr. Froio's generosity and the collection.

### **MARKETING REPORT**

The Marketing Committee of the Library has just finished their first campaign called Cents and Centsibility, which dealt with financial topics. A review of the programs was provided to the Board along with the attendance figures. Discussion took place concerning the goals of the Marketing Committee and what is planned for the next campaign.

### **TAX BILL/BOND PAYMENT**

Director Jarzemsky stated that contained in the meeting packet was a typical property tax bill for Bloomingdale. The bill shows the amount due to the Village and the Library. In 2009, the DuPage County Treasurer began distributing the tax levy attributable to the Library's bond and interest levy directly to the Library where in previous years these distributions were sent directly to the Village. Since the bond and interest tax levy will expire in 2010, the Library and the Village developed a process to transfer these receipts to the Village. A spreadsheet showing the amount of money that would be transferred to the Village was reviewed. The funds transferred to the Village would solely be used to pay the principal and interest attributable to the Library's debt. In response to a question from Trustee Gaertner, DuPage County is responsible and collects the property tax dollars and makes the appropriate distribution of the funds. The money does not come through the State of Illinois. In response to a further question, the State currently owes the Library \$23,000.00.

**VII. EXECUTIVE SESSION:**

At 8:55 p.m. Trustee Rothbaum moved, and Trustee Mallozzi 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, Mallozzi, McGrath, Gaertner, Clark and Strutzel. NAYS: None. ABSENT: Trustee Szramiak.

The Closed Session was concluded at 9:15 p.m. at which time the regular meeting of the Board reconvened.

**SALARY SCALE APPROVAL**

Trustee Mallozzi moved and Trustee Strutzel seconded a motion that the Fiscal Year 2011/2012 salary scale as presented in the Executive Session be approved. The motion carried by roll call vote: Trustees Mallozzi, Strutzel, Gaertner, Clark, McGrath, and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

**STAFF SALARIES**

Trustee Gaertner moved and Trustee Mallozzi seconded a motion to approve the Fiscal Year 2011/12 staff salaries as presented in the Executive Session. The motion carried by roll call vote: Trustees Gaertner, Mallozzi, Strutzel, Clark, McGrath, and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

**VIII. PUBLIC DISCUSSION:**

**IX. ANNOUNCEMENTS:**

Next Board Meeting: Wednesday, June 8, 2011

**X. ADJOURNMENT:**

Trustee Rothbaum moved and Trustee Mallozzi seconded the motion to adjourn the May 11, 2011 Library Board meeting at 9:16 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_

Secretary

\_\_\_\_\_

President

Date: \_\_\_\_\_

Minutes recorded by Irene M. Jones