

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JUNE 8, 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, Jackie McGrath, Bonni Rothbaum, Linda Szramiak and David Strutzel. Absent: None. Also Present: Director Tim Jarzemsky, Village Trustee Jim King, LINC Consortium Manager Ms. Carol Dawe, and Department Head of Adult Services Ms. Julie Keating.

Director Jarzemsky requested that the LINC Consortium Manager and Adult Services Department Reports under New Business be discussed following the approval of the Treasurer's Report. The Board agreed to this request.

II. APPROVAL OF MINUTES

The minutes of the May Board Meeting were reviewed. Trustee Mallozzi moved, and Trustee Gaertner seconded the **motion**, that the minutes of the May 11, 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 approves the payment of bills for the month of June 2011 in the amount of \$105,718.46 and the transfer of approximately \$252,529.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Gaertner, Clark, Mallozzi, McGrath, and Rothbaum. NAYS: None. ABSENT: None.

VI. NEW BUSINESS:

LINC CONSORTIUM MANAGER VISIT

Director Jarzemsky introduced Carol Dawe, Consortium Manager of LINC. He stated that Ms. Dawe would be reporting on LINC and their future projects. Ms. Dawe thanked the Board for inviting her to present and distributed a packet of information. The packet included information on LINC's mission statement, an organizational chart, statistics and LINC's products and services. She discussed the new Shout Bomb program that notifies patrons of holds via text message and will be available for smart phones. Another project that is planned will be improving the existing Library catalog to include new advanced features. For example, a patron would be able to search the library catalog for those items that are only on the shelf and available at their home library. It will allow them to have the ability to write a review on a book and create a list of books that they may wish to read. LINC is also providing staff with an upgraded circulation program. It will allow staff to view all patron information on one screen. Ms. Dawe stated that LINC is in good shape financially. The audit had just been completed and she discussed where how LINC funds are expended. In response to a question on Web Hosting, Ms. Dawe explained what LINC libraries are provided this service. Discussion also took place on interlibrary loans. The Board thanked Mrs. Dawe for her presentation.

VI. NEW BUSINESS: (Continued)

ADULT SERVICES DEPARTMENTAL REPORT

Ms. Julie Keating, Department Head of Adult Services, was present to discuss the role of the Adult Services Department within the Library. Ms. Keating stated that the Adult Services Department responds to research questions in person and via e-mail. They maintain the Library's Facebook page. They are responsible for teaching patrons and staff how to use "MyMediaMall" to download media. Since its start on Monday, the Summer Reading program has 225 adults and teens signed up. This program is handled by her staff. The Department provides books for homebound and nursing home patrons. She explained what each of her employees is responsible for within the department. She discussed the upcoming project, "One Book, One Community." The project is scheduled to start in October and would entail the reading of the classic book, "The Great Gatsby." Various programs, such as an art exhibit, a 20's fashion show, various musical programs, movies and exhibits will be presented based upon this project theme. In response to a question, a new title is placed on the shelf within four (4) working days after we receive it from the publisher. Ms. Keating stated that the department will try to order an item if a patron has a specific request since other patrons may be interested in the item as well. She discussed the automatic hold program that allows a patron to choose from a list of approximately 50 of their favorite authors. When a new book by their favorite author is published, the item is automatically put on hold for that patron. The Board thanked Ms. Keating for her interesting report.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported that the Library's new marketing plan for June is the promotion of the use of "MyMediaMall" where patrons can download audiobooks and e-books. In May, the Adult Services Department offered two classes, "Downloadable E-books @ Your Library" on May 3 and 18. More programs are being planned. The HeartSaver CPR class continues to be popular and was well attended. Director Jarzemsky sadly reported that Jerry Gaetano, Circ/Tech Clerk who recently retired, passed away. The Library sent flowers and staff members attended the memorial service. He reported that the Library hired Fran Fleischhacker, a former intern at the library, on May 21 as a Circ/Tech Clerk. While serving her internship at the Library, Fran learned a little about all the departments. It is with regret that Director Jarzemsky reported that Madeline Reed is planning to retire in August. The search for a new Youth Services Department Head to replace Mrs. Reed will take place shortly. He reviewed the list of meetings and programs attended by staff. It was noted that no out-of-state travel is allowed. Circulation did not increase during the month of May and showed a slight decrease. This is the first decrease in over a year. The Summer Reading Program should help to bring the circulation figures back up. The Library has still been quite busy with the various programs scheduled during the month, which he reviewed with the Board. He discussed the success of the Exam Cram and the Celebrate Reading parties. The Genealogy Club had an increase in attendance which may have been due to the featured article in the Bloomingdale Press.

IV. REPORTS (Continued)

LIBRARIAN

The Library has partnered with Lifetime Fitness and is offering a story time at their location. The Memorial Day program was well attended and moving. Trustee Szramiak complimented staff on their work and information in the publication "Between the Shelves."

MONTHLY STATISTICS

The Board reviewed the monthly statistics. Circulation is down slightly compared to last year. The circulation for eBooks shows a significant increase over last year's figures. Statistics on the amount collected through ePay were reviewed along with database usage statistics.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky reported that a shelving unit in the upstairs Local History Room fell and cracked. A new cabinet has been ordered. In the magazine area, new signage will be placed above the shelving.

LIAISON REPORTS

LINC – Trustee Szramiak discussed the new LINC Shout Bomb program.

VILLAGE - Trustee King reported that the Village has finished their budget process. Director Jarzemsky stated that the Library is an official shelter for both winter and summer emergencies. Trustee King stated that the County declares whether an emergency is called for cooling centers to be available for a twenty-four period. Trustee King announced that Binney's Liquor Depot will be coming in October and HH Gregg should be opening soon.

FRIENDS OF THE LIBRARY – Director Jarzemsky reported that the next Friends' meeting is July 20, 2011.

BIG - Director Jarzemsky reported that a meeting will take place in July.

V. UNFINISHED BUSINESS:

RESOLUTION ADOPTING THE PREVAILING WAGE

President Rothbaum presented Resolution No. 2011/2012-2 entitled Resolution Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Bloomingdale Public Library. The Library follows State law and makes sure that any contractors hired by the library pay their employees the prevailing wage.

Trustee Szramiak 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 Szramiak, Gaertner, Strutzel, Clark, Mallozzi, McGrath and Rothbaum; the following Trustees voted NAY: None; and 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, DuPage County, Illinois, which was done.

ILA SNAPSHOT DAY REPORT

Director Jarzemsky stated that the goal of Snapshot Day was to get a picture of the daily activities of libraries within the State. A detailed report was made of the day and sent to the State. A report of the day was distributed in the Board packet and reviewed. The Library did not receive any negative comments from patrons. This report was mainly to be used as an advocacy tool for libraries.

VI. NEW BUSINESS:

LINC CONSORTIUM MANAGER VISIT

This item was moved on the agenda to occur following the Treasurer's Report.

ADULT SERVICES DEPARTMENTAL REPORT

This item was moved on the agenda to occur following the Treasurer's Report and LINC Consortium Manager Visit.

VI. NEW BUSINESS: (Continued)

IPLAR – ANNUAL REPORT

Director Jarzemsky stated that this is an annual routine report on the library activities and fulfills the State statute requirements. The report is used for the Per Capita Grant. The grant funds are not anticipated to be received from the State.

2010 OFFICIAL CENSUS

Director Jarzemsky reported that the 2010 Census population number for the Village of Bloomingdale is 22,018. This is the official number of inhabitants in the Village.

SCHEDULE OF LEGAL FEES

Director Jarzemsky stated that the Library's law firm, Klein, Thorpe & Jenkins, Ltd., sent a letter dated May 16, 2011 informing the Library that they intend to raise their fees effective July 1, 2011. The firm's fees have remained flat for the last two (2) years. The increase has been calculated into the Library's budget. Director Jarzemsky stated that they are a qualified law firm and have worked well with the library.

BLOOMINGDALE WEST POINTE HOA LETTER

Director Jarzemsky stated that the letter received from the Bloomingdale West Pointe Estates Homeowner's Association had been sent to the taxing bodies in Bloomingdale. Director Jarzemsky read the letter to the Board. The letter did not have a contact person for the group. Director Jarzemsky reviewed the action that the Library has taken in regards to the tax levy. The Library has reduced their levy by 2%. The Board agreed that a letter be sent to the homeowner's association informing them of the steps that the library has taken to curtail increases. In reply to a question, the homeowner's association letter did contain signatures from the members of the association.

R.A.I.L.S LIBRARY SYSTEM ELECTION

Director Jarzemsky stated that the DuPage Library System has merged with four other northern and central Illinois library systems and re-named itself Reaching Across Illinois Library System (RAILS). Following this merger, an election is planned to vote for the Board of Directors. Only one vote is permitted from each library agency. The voting closes on Friday, June 10, 2011. Director Jarzemsky and the Board discussed their preferences and the Board agreed and authorized Director Jarzemsky to vote for the Library.

GENEALOGY NEWSPAPER ARTICLE

Director Jarzemsky stated that included in their packet is an article from the Bloomingdale Press entitled, "Tracing Family Roots through Genealogy." The article deals with the library's genealogy services and how four (4) patrons were affected by their research.

VI. NEW BUSINESS: (Continued)

2011 SCHOOL SUMMER READING LISTS

Director Jarzemsky stated that the 2011 summer reading lists from the schools listed in the packet are available on the library's website. The list was received from the schools and the books are available for checkout. A question was raised why Stratford Middle School is not participating. Director Jarzemsky stated that he would investigate.

MAY 23 INCIDENT

Director Jarzemsky described the incident which resulted in the banning of a patron for six (6) months. He did consult with President Rothbaum on the matter.

VII. PUBLIC DISCUSSION:

VIII. ANNOUNCEMENTS:

The first Sunshine Serenades concert is to take place on Friday, June 17, 2011 from Noon to 1:00 p.m. Pamela Rose and the Windy City Country will perform. A sign board will be placed in front of the library announcing the gazebo concerts.

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Strutzel seconded the motion to adjourn the June 8, 2011 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