

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
AUGUST 10, 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, David Strutzel and Linda Szramiak. Absent: None. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

II. APPROVAL OF MINUTES

The minutes of the July Board Meeting were reviewed. It was noted that the motion to enter into Closed Session roll call vote should be corrected to reflect the members present at the meeting. Trustee Szramiak moved, and Trustee Rothbaum seconded the **motion**, that the minutes of the July 13, 2011 Regular Library Board meeting be approved as corrected. 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 August 2011 in the amount of \$60,866.76 and the transfer of approximately \$210,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Szramiak, Clark, Mallozzi, McGrath and Rothbaum. NAYS: None. ABSENT: None.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reviewed his report. The summer reading program was a great success with over 1,000 adults and children registered. Over 2,000 books were read and over 9,000 hours of reading were logged by patrons in the Youth Services/Young Adult Services areas. Over 800 participants attended programs offered in the Youth Services Department. Information on the elevator modernization project was distributed to patrons. In preparation for the multi-library program, "On the Same Page," a copy of "The Great Gatsby" was given to staff and members of the Board. Information has been posted concerning the library being used as a cooling center for patrons without air conditioning or in need of cooling off during the heat of summer. Director Jarzemsky announced that the interviewing process for the Department Head of Youth Services position has begun. Nine (9) interested candidates have been interviewed and staff was involved in the process. In response to a question, Director Jarzemsky stated that two (2) current employees did apply and were interviewed. In lieu of gifts, Mrs. Reed has asked for donations to the Bloomingdale Food Pantry. Her retirement party is Wednesday, August 24th. Circulation is down by 5% over last year. September is library card sign up month. Director Jarzemsky reviewed the statistics in the report along with the various programs offered. This is the first year that patrons were able to go on-line and register the books they read during the Summer Reading program. Staff is looking into a way for children to be able to track their reading hours next year. The Adult Services Program, Downloadable Books @ Your Library, had a number of patrons in attendance. Director Jarzemsky reported that the Sunshine Serenade featuring Jeanie B! had over 213 adults and children in attendance. The Park District Top Dogs Summer Campers came for a couple of visits

MONTHLY STATISTICS

The Board reviewed the statistics for the month of July. The circulation report shows a decrease in overall circulation, but e-readers and Playaways are up considerably over last year.

STANDING COMMITTEES

PERSONNEL - Salary Study – Director Jarzemsky stated that the last salary structure study was done in 2007. Discussion took place concerning the reasons for undertaking a new salary study. The timing for the study was also discussed. Trustee McGrath questioned if the study would include benefits. Director Jarzemsky stated that it would be a compensation package study. Discussion ensued on the current health coverage plans offered to library employees. In response to questions, each position would have its own structure and trend line. The salary structure has not been changed since 2007 and Director Jarzemsky is recommending that a study be done at this time. The Board was in agreement that this item be brought before the Board next month.

POLICY – No report.

FINANCE – The Board has received a copy of the official 2010/11 audit from McGladrey & Pullen, LLP, the Library's audit firm, and their report to the Board.

BUILDING AND GROUNDS – Fall Mums - Pine Landscaping presented their proposal for review of the fall plantings. The mums would be installed in September. Elevator Repair Progress - Director Jarzemsky reported that the elevator repair project is 60 to 70% complete. There have been no major problems and the work should be completed next week. The library's elevator consultant will do an inspection of the work and if found to be favorable, the payment for the repairs will appear in the September Board packet.

LIAISON REPORTS

LINC – No report.

VILLAGE - Trustee King reported on his attendance at a meeting of the Senior Citizen's Council and stated how much they appreciate the library and its Director.

FRIENDS OF THE LIBRARY – Director Jarzemsky reported on the Friends meeting held on July 20th. The Friends are getting ready for the Fall book sale to be held on Saturday and Sunday, September 17 and 18. The Friends will be collecting donated cell phones, which patrons can drop off at the Circulation Desk. Bookmarks advertising the sale will be going into books at the time of check out. Director Jarzemsky has ordered the entertainment books again. Discussion took place at the meeting on the possibility of another wine tasting as a fund raiser.

BIG - Director Jarzemsky reported on the Bloomingdale Intergovernmental Group meeting held on July 28, 2011. Trustees Clark and McGrath, along with Director Jarzemsky is scheduled to attend.

V. UNFINISHED BUSINESS:

VI. NEW BUSINESS:

HOLIDAY CLOSING

Director Jarzemsk stated that four (4) official holidays (Christmas Eve, Christmas, New Year's Eve and New Year's Day) fall on weekends this year. He had polled the LINC libraries on their schedules for these holidays. He explained how the part-time employees would be paid for the holidays. The Board reviewed the proposed holiday benefits plan as described in Attachment F of the Board packet. Trustee Gaertner moved and Trustee Rothbaum seconded the **motion**, that the Board approve the Library Holiday schedule as presented. The motion carried by roll call vote: AYES: Trustees Gaertner, Rothbaum, Strutzel, Szramiak, Clark, Mallozzi, and McGrath. NAYS: None. ABSENT: None.

MARKETING REPORT

The Marketing Committee of the Library is proposing to do four (4) marketing campaigns per year. The second campaign, "The Chronicles of Media: the e-book, the Playaway, and the Tumblebook," just finished. An evaluation of this past campaign was undertaken and statistics were prepared on the influence the campaign had on the circulation of these types of media. The results were reviewed by the Board. The upcoming campaign, "On the Same Page: *The Great Gatsby*" will start in September.

TARGET GRANT

Director Jarzemsky stated that Nancy Krajecki and Shauna Porteus applied for and won a \$2,000 Target Grant that will fund two literacy workshops aimed to educate and empower parents to take the initiative in developing pre-reading skills in their children. The programs will take place later this calendar year and next year.

PER CAPITA GRANT

In response to questions, Director Jarzemsky reported that the per capita grant from the State last year has not been received. At this time, the 2012 Per Capita Grant requirements need to be reviewed and the application filed with the State. The Board reviewed Chapter 2, "Governance and Administration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*. The Board discussed the services and cooperation the Library has had with the Village, Park District and other governmental and civic entities. They identified and described the programs and services. The Per Capita grant funds helped to purchase materials necessary to achieve success with these programs. For the upcoming campaign, "On the Same Page: *The Great Gatsby*" possible grant funds will be used to purchase multiple copies of the book. Director Jarzemsky stated that the Board has been responsive to the funding needs of the library. The Board reviews and approves the Treasurer's Report, the annual audit and budget. The governance and administrative checklist was discussed and reviewed. Trustee Gaertner moved and Trustee Szramiak seconded the **motion**, that the Board has reviewed and discussed the FY 2012 Illinois Public Library Per Capita and Equalization Aid Grant Requirements. The motion carried by voice vote.

VI. NEW BUSINESS: (Continued)

LEAD LAW

Director Jarzemsky reported that Congress approved an amendment to the Consumer Product Safety Improvement Act that exempts Libraries from the Lead Law. He explained what this means for libraries.

VII. PUBLIC DISCUSSION:

VIII. ANNOUNCEMENTS:

The Library In-Service Day is scheduled for Friday, August 19, 2011. The Board was welcomed to attend. Director Jarzemsky described what was planned for the day.

IX. ADJOURNMENT:

Trustee Rothbaum moved and Trustee Gaertner seconded the motion to adjourn the August 10, 2011 Library Board meeting at 8:35 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones