

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 14, 2011**

ATTACHMENT A  
10/12/2011

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:38 p.m. Trustees present: LeRoy Gaertner, Kelly Mallozzi, Jackie McGrath, Bonni Rothbaum, David Strutzel and Linda Szramiak. Absent: Trustee Milton Clark. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

**II. APPROVAL OF MINUTES**

The minutes of the August Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, that the minutes of the August 10, 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 Szramiak seconded the **motion**, that the Board approves the payment of bills for the month of September 2011 in the amount of \$96,846.48 and the transfer of approximately \$240,700.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Gaertner, Mallozzi, McGrath and Rothbaum. NAYS: None. ABSENT: Trustee Clark.

**IV. REPORTS**

**LIBRARIAN**

Director Jarzemsky reviewed his report and reported on the ice cream social event. The event had record breaking attendance with approximately 1,300 residents attending. Director Jarzemsky reported that the Library's Chess team, led by Sean Luster, won the recent competition that was hosted by the library. The Chess Tournament took place on Saturday, August 6<sup>th</sup> with over 39 participants from several local libraries. Mr. Luster has done a wonderful job with the group as the team leader. Director Jarzemsky noted two new programs offered during the month, including "Points on Joints" and "Fantasy Football." Mrs. Reed, the head of the youth services department, retired on August 31, 2011. She will be greatly missed. The number of card holders is up. Director Jarzemsky reviewed various statistics concerning the use of the computer labs and the use of printers.

He talked further about various programs held for adults and children. The Volunteers were of great help during the ice cream social. The last Sunshine Serenade concert took place under the tent that was used for the ice cream social. The library was the site for the Marquardt School District 15 new teacher orientation. The new teachers were made aware of what was available at the library for their use by Kandy Jones. A question was raised concerning overdue notices. Director Jarzemsky responded to the question. If the patron has registered their e-mail address with the library, a notice would be sent to the e-mail address. As a library card is renewed, staff has been asking for the patron's e-mail address. The Library is trying to reduce the cost of postage through the use of the internet. Discussion took place concerning a new program called "Shout Bomb," which would allow the library to send a text message to a patron's cell phone that allows patrons to renew an item or view holds and bills using their phone. Another question was raised in regard to recognizing staff employment anniversaries. The staff anniversaries are recognized during the library's in-service day.

## **MONTHLY STATISTICS**

The Board reviewed the statistics for the month of August. The circulation report shows a decrease in overall circulation, but library card holder figures show an increase.

## **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Pavers, Washroom Floors, Lobby Carpet and Carpet Cleaning – Director Jarzemsky described the work that was done to restore the pavers. The pavers were washed and sealed and they were restored beautifully. The lettering on the commemorative bricks are legible and look very good. Director Jarzemsky described the proposed cleaning of the floor grout in the washrooms. The grout will be cleaned and sealed to prevent future dirt problems. The lobby carpet is proposed to be replaced and placed in a pattern that would allow for the squares to be removed and replaced. Quotes on the carpeting are to be obtained. The upstairs carpet will be cleaned in October and the downstairs in November.

## **LIAISON REPORTS**

**LINC** – Library Trustee Szramiak reported on the LINC meeting that took place on September 7 in St. Charles. The new “Shout Bomb” text messaging program will be available on October 1, 2011. The new OPAC product “Enterprise” was mentioned with a tentative release date of spring or early summer. LINC received an unqualified opinion from the auditors.

**VILLAGE** - Trustee King reported on the opening of two new businesses – Binney’s and HH Gregg. Discussion took place concerning their grand openings and sales. Ross Dress for Less opening has yet to be determined.

**FRIENDS OF THE LIBRARY** – Director Jarzemsky reported that the Friends are getting ready for the Fall book sale to be held on Saturday and Sunday, September 17 and 18.

**BIG** - Director Jarzemsky reported that the next meeting of the Bloomingdale Intergovernmental Group meeting will be in October.

**V. UNFINISHED BUSINESS:**

**SALARY STUDY – REVIEW OF MOST RECENT STUDIES IN 2004/2008**

Director Jarzemsky stated that the last salary structure study was done in 2008 by the Management Association of Illinois. He provided the Board with information on the two studies done by the Association in 2004 and 2008. In the 2004 study, all positions were evaluated and job descriptions updated. Each position was given a pay grade. The job was assigned points and the job descriptions were prepared by comparing other local libraries similar to Bloomingdale. The comparisons were done based on budget, population, etc. In 2008, a salary study was done which created salary ranges for all employees that were comparable to their peers in other libraries at that time. Director Jarzemsky stated that there is no need for a job description study, but he does recommend the undertaking of a new salary study. The timing for the study was discussed. The study needs to be completed prior to the next budget year preparations in order to make any adjustments to the budget, if necessary. In response to a question, the estimated cost of the study would be under \$5,000.00. Discussion took place concerning the economy and the advertising of new positions and employment salaries for new hires. Director Jarzemsky is recommending that a study be done in the late fall. It was agreed that the Personnel Committee meet and that Director Jarzemsky obtain a cost estimate for a study. The Board was in agreement that this item be held under Unfinished Business.

**PER CAPITA GRANT**

Director Jarzemsky reported that the per capita grant application has been completed and he reviewed the application with the Board. The Library has not received last year's grant funds from the State as yet. It was noted that the Board had reviewed the 2012 Per Capita Grant requirements at their last meeting. Trustee Mallozzi moved, and Trustee Gaertner seconded the **motion**, that the Board approves the Illinois State Library FY 2012 Illinois Public Library Per Capita and Equalization Aid Grant Application as presented. The motion carried by roll call vote: AYES: Trustees Mallozzi, Gaertner, Strutzel, Szramiak, McGrath and Rothbaum. NAYS: None. ABSENT: Trustee Clark.

**HEAD OF YOUTH SERVICES POSITION FILLED**

Director Jarzemsky was pleased to announce that Lisa Palmer was hired to fill the position of Head of Youth Services. He provided the Board with information on her background and work history. She will be starting in the position on October 1, 2011. Director Jarzemsky informed the Board that he had received thirty-two (32) resumes for the position and had interviewed nine (9) potential candidates before choosing Ms. Palmer.

**ELEVATOR MODERNIZATION**

The elevator repairs have been completed to the Library's satisfaction except for some minor punch list items. The contractor is owed two (2) payments for the work but one (1) payment will be held until the minor repairs are completed. Director Jarzemsky discussed the modernization of the elevator and the items remaining. The elevator is safe and operating. The State has inspected and approved the use of the elevator. The minor repairs should be completed early next week.

## **V. UNFINISHED BUSINESS: (Continued)**

### **LIFE SAFETY SYSTEMS**

Director Jarzemsky stated that with the modernization of the elevator, the life safety system was evaluated. Repairs to the current system would be difficult due to the age of the equipment and the unavailability of some parts. Director Jarzemsky is recommending the modernization of the life safety system. The system works fine but there is a need for upgrading. He will obtain costs.

### **COUPON EXCHANGE**

A coupon exchange program has been in operation at the Library since August for patrons. Patrons can find the coupons located in the magazine area and the coupons are sorted by categories. It is hoped that volunteers will separate and sort the coupons by category. All patrons can use and exchange coupons. Presently, the Business Office personnel are cutting, sorting and distributing all coupons. The coupon exchange will continue for six (6) months to determine interest and to see if enough volunteers can be obtained to make the program volunteer-driven with little staff involvement. It was suggested that this would be a good Girl Scout volunteer program. It was noted that Westfield Junior High School has a similar coupon exchange program. This will be investigated further.

## **VI. NEW BUSINESS:**

### **FREEDOM OF INFORMATION ACT (FOIA) REQUEST**

Director Jarzemsky provided information on a Freedom of Information Act request from an attorney. The attorney requested the records of groups, who used the Library's meeting rooms in July, 2009. The request was answered with all personal information removed as allowed under the Act.

### **MEMORANDUM OF UNDERSTANDING WITH THE VILLAGE OF BLOOMINGDALE**

Director Jarzemsky stated that the Memorandum of Understanding (MOU) has been in place for a number of years with the Village. In keeping with the MOU, the labor rates will be reviewed and updated every year.

### **BANNED PATRON**

Director Jarzemsky explained the circumstances that led to the banning of this particular patron. The Police Department was involved and spoke with the individual. The library did send registered letters in the hopes of resolving the matter with the family but with no success. The patron, based on this incident, has been banned from the library for one (1) month.

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

**ON THE SAME PAGE**

The upcoming campaign, On the Same Page, "The Great Gatsby," calendar of events was discussed. The campaign will be geared towards adult patrons. It was suggested that the high schools be made aware of the program. The Library is reaching out to the business community and area banks have agreed to make the book available to residents.

**2011 STAFF IN-SERVICE LIBRARY REPORTS**

Director Jarzemsky reported on the Library's In-Service Day which took place on Friday, August 19, 2011. Staff visited seven (7) area libraries. A recap of the library visits was provided to the Board along with staff comments and ideas.

**VII. PUBLIC DISCUSSION:**

It was noted that prior to the start of the meeting, Shauna Porteus was nominated by Director Jarzemsky for a Character Counts! Award for her bravery in saving three young children from Lake Michigan during dangerous conditions. Mrs. Kandy Jones of the Character Counts! Coalition presented Ms. Porteus with the award for "caring," one (1) of the pillars of Character Counts! Mayor Iden, Assistant Village Administrator Barb Weber and Almanac Editor Mary Ellen Johnson were on hand to congratulate Ms. Porteus.

**VIII. ANNOUNCEMENTS:**

**IX. ADJOURNMENT:**

Trustee Szramiak moved and Trustee McGrath seconded the **motion** to adjourn the September 14, 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