

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
OCTOBER 17, 2012**

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 September Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Clark seconded the **motion**, that the minutes of the September 12, 2012 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 approve the payment of bills for the month of October 2012 in the amount of \$101,071.57 and the transfer of approximately \$254,000.00 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.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reviewed his report. He reported that September was the American Library Association's National Library Card Sign-Up Month. McDonald's provided a free ice cream cone or apple dippers to customers who showed their Bloomingdale library card. The Library issued 136 new cards to residents in September. He reported on the first mini-golf Reader Cup event that drew 57 participants throughout the day. Denise Sebanc, Adult Reference Librarian, tendered her resignation and the position is being advertised. Circulation is down slightly from last year. He provided information on the new RAILS delivery system. He reviewed the transactions that occurred during the month of September in Computer Services and the various programs offered during that month.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of September. The circulation report shows a decrease in circulation of four percent (4%) compared to last year in September. Staff will monitor and look for ways to increase circulation. The statistics show the popularity of eBooks. It was noted that 77% of the Village residents have library cards.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – Investment of Public Funds Report – As required by State Statute, a monthly Treasurer’s Report and a quarterly report are required to be provided to the Library Board. Director Jarzemsky presented the quarterly report to the Board. The quarterly report showed the investment portfolio’s effectiveness in meeting the Library’s needs for legality, safety, liquidity, rate of return and diversification. He reviewed the investment funds. He explained what the funds accounts are used for and how the Library meets the stated State policy guidelines.

BUILDING AND GROUNDS – It was noted that the landscaper did a good job with the fall landscaping of the Library grounds.

LIAISON REPORTS

LINC – No report.

VILLAGE - Village Trustee Jim King reported on events in the Village. He reported on the status of new businesses and various building renovation projects taking place in the Village. He discussed the proposed Village tax levy. Following a routine review by Standard & Poor’s Rating Services, the Village has maintained its AA bond rating that it received in 2009. Any information concerning the election question on whether the Village Clerk should be appointed or elected has been made available to the Library. He discussed the recent water rate increases. Information on the economic benefits of the Ryder Cup should be available next month.

Removal from the Roll: Trustee Jim King leaves the meeting at 8:00 p.m.

FRIENDS OF THE LIBRARY – Director Jarzemsky reported that the Library’s Halloween Party will take place on Saturday, October 27, 2012. The Friends are having a Chili’s Fundraiser event during the month of October.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be October 25, 2012 to be hosted by the Bloomingdale Fire Protection District. Director Jarzemsky and Trustee Strutzel plan to attend.

V. UNFINISHED BUSINESS:

FIRE PROTECTION SYSTEM UPGRADE

Director Jarzemsky reported that the Fire Protection District has all the specifications and plans for the proposed fire protection system upgrade. He is waiting for their approval.

V. UNFINISHED BUSINESS: (Continued)

MUSEUM PASS PROGRAM

Director Jarzemsky reported on the status of the museum pass program. Innovation Experts is working to get grant funding to continue the popular program. Macy's is unable to continue to fund the program and current grant funding will run out on December 31, 2012. In order to continue to fund the program, a request is being made of libraries to support the program with a membership fee that is based upon population. The Library's fee would be \$150.00. Based upon the discussion, the library plans to participate in the program next year.

IN-SERVICE 2012 REVIEW

The Board reviewed the comments made by staff concerning the in-service day. It was noted that the majority of the staff found the programs useful and the day valuable.

VI. NEW BUSINESS:

INVESTMENT OF PUBLIC FUNDS REPORT

The discussion on the investment of public fund report took place under Standing Committee Reports – Finance.

IMET TRANSFER

Director Jarzemsky stated that working with Village's Finance Director Gary Szott, it was determined that there were advantages to the Library transferring funds to a higher interest rate bearing account available through the Illinois Metropolitan Investment Fund (IMET). He explained how the tax funds are obtained and the balance of excess funds available for investment. He described the difference in interest earned between the Illinois Funds and IMET. He suggested that \$800,000 be moved from the IL Funds to IMET. The change would result in additional interest income. He noted that IMET meets the Library's investment policy guidelines for legality, safety, liquidity, rate of return and diversification. The Board agreed to the transferring of funds to IMET.

POLLING PLACE INFORMATION

The Library will again be serving as a polling place for two (2) precincts for the November, 2012 General Election. He discussed the State law concerning electioneering and signs.

VI. NEW BUSINESS: (Continued)

THE PATIENT PROTECTION AND AFFORDABLE CARE ACT

Director Jarzemsky discussed the impact of part-time employees under the new laws, “Patient Protection and Affordable Care Act” and “The Health Care and Education Reconciliation Act of 2010” (PPACA). The PPACA takes affect in 2014 but is based upon the preceding calendar year employment figures. The Act bases the number of both part-time and full-time employees toward determining whether an employer is a “larger employer” and the health care coverage offered to employees. The legislation defines a full-time employee as an individual who works an average of 30 hours per week. Part-time employees are those who work on average 29 or fewer hours per week. Discussion took place concerning the health care insurance provided to full-time employees. Based upon the discussion, the Board agreed that part-time employee hours need to be monitored so that their hours are less than 30 hours per week.

BRAINFUSE DATABASE

Director Jarzemsky stated in the Library Board packet is information of the Brainfuse database program available to Library patrons. He explained that the database provides on-line educational assistance. Homework questions can be answered and homework help is available 24/7. A writing sample can be submitted for review and various tests can be taken through a test center. A language lab with help is also available. JobNow helps adults who are seeking jobs. The program helps by improving resumes and cover letters. It provides information on preparing for interviews and improving interviewing skills. Job coaching is available. The program can be accessed from a patron’s home computer and he explained how to create an account. A question was raised as to the cost of the program. In response, Director Jarzemsky will report back.

CHILI’S FUNDRAISER

The Friends of the Library are again sponsoring a fundraiser with the help of Chili’s located at 310 W. Army Trail Road. Chili’s will donate 10% of the purchase made by patrons to the Friends. A voucher coupon needs to be submitted to the restaurant for the Friends to receive the donation and the program takes place during the entire month of October.

VI. NEW BUSINESS: (Continued)

RENOVATION

Director Jarzemsky stated that a mock-up of the renovation designs will be on display to help patrons learn about the proposed changes. The renovation work is scheduled to begin on Halloween, October 31, 2012. The lower level Youth Service area will be closed to patrons but the downstairs meeting rooms will be available. The Adult Service Reference area will be roped off. Work on the electrical outlets in the upstairs area will take place after the furniture has been installed. The oak tables currently in the reference area are being donated to the Police Department. There will be no loss of seating in the area. Signage will be placed within the library to remind patrons on the closing of the downstairs area. Staff will be removing materials from shelves and carts are being borrowed from the Itasca Public Library. In response to a question, the puppet theater will be installed and new puppets have been purchased.

VII. CORRESPONDENCE:

VIII. PUBLIC DISCUSSION:

IX. ANNOUNCEMENTS:

The Library Halloween Party is Saturday, October 27, 2012 from Noon to 3:00 p.m.

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Rothbaum seconded the motion to adjourn the October 17, 2012 Library Board meeting at 8:50 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones