

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
NOVEMBER 14, 2012**

**I. CALL TO ORDER**

The meeting was called to order by Vice President LeRoy Gaertner at 7:29 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Jackie McGrath (arrived at 7:32 p.m.) David Strutzel and Linda Szramiak. Absent: Bonnie Rothbaum. Also Present: Director Tim Jarzemsky, Village Trustee Jim King, and Mary Holtrop, recorder.

**II. APPROVAL OF MINUTES**

The minutes of the October 17, 2012 Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Mallozzi seconded the **motion**, that the minutes of the October 17, 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 approves the payment of bills for the month of November 2012 in the amount of \$91,876.63 and the transfer of approximately \$241,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Gaertner, Clark, Mallozzi, and McGrath. NAYS: None. ABSENT: Rothbaum

**IV. REPORTS**

**LIBRARIAN**

Director Jarzemsky reviewed his report. Jarzemsky reported the Halloween Party was a great success this year. Jarzemsky explained the Library made a few changes to the program to prevent the back up of the lines to the games and this worked very well and the party flowed nicely. Jarzemsky shared much of the library programming this month centered on the *On the Same Page* program featuring the book *Rocket Boys* by Homer Hickam. Jarzemsky shared that Innovative Experts is taking over the distribution of the Museum Pass program. Jarzemsky shared this program is immensely popular and very successful. More information about the Museum Pass Program is to follow in the near future.

**MONTHLY STATISTICS**

The Board reviewed the statistics for the month of October. The circulation report shows an increase in circulation of four percent (4%) compared to October 2011. Jarzemsky explained there are many factors that bring the circulation statistics up or down even on a monthly basis. Jarzemsky reviewed the Library Statistics Summary showing trends over the past several years. Staff will monitor and look for ways to increase circulation. The statistics show the popularity of eBooks. Jarzemsky directed the board to the usage statistics report showing the number of materials moving in and out of the library. Over all statistics are up approximately 1% over last year. eBooks continue to be a popular check out item. The board discussed ways to keep up with the Ebook trend and provide services to our patrons.

## **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – No report

**BUILDING AND GROUNDS** – Jarzemsky gave a brief update on the buildings and grounds.

## **LIAISON REPORTS**

**LINC** – Trustee Szramiak reported on the LINC meeting held on November 9. The popularity of eBooks was discussed at the LINC meeting. Carol Dawe did a presentation about the options LINC has in purchasing and cataloging eBooks. The LINC committee also discussed advertising and how it can increase the circulation of eBooks up to 22%.

**VILLAGE** - Village Trustee Jim King reported on events in the Village. King reported on the success of the election and voting at BPL. Though there were some lines early in the day for the most part the voting proceeded very smoothly. King reviewed the proposal of whether the Village Clerk should be an appointed or elected position. King explained the process and the difference in the appointment through both methods. King stated this issue will be on the April 2013 ballot. King reviewed the 2013 levy figures with the board. King reported on Stratford Crossing and their financial circumstances and request for assistance.

**Removal from the Roll:** Trustee Jim King leaves the meeting at 8:07 p.m.

**FRIENDS OF THE LIBRARY** – Director Jarzemsky reported that the Friends of the Library met last month during the board meeting. Membership is down and the Friends are looking for ways to increase their membership. The Friends will be decorating a tree as part of the BPL Snowman Crossing event. The Friends are looking to partner with the Lions Club in fundraising programs to help raise funds for library programs.

**BIG** - Trustee Strutzel reported on the BIG meeting held October 25 at the Bloomingdale Fire Protection District. The fire department demonstrated how quickly modern home furnishings will burn and get destroyed. The various government agencies discussed how busy their months were due to the Ryder Cup event.

## **V. UNFINISHED BUSINESS:**

### **FY2012 Per Capita Grant**

Director Jarzemsky reported that the final payment for the fiscal year 2012 Per Capita Grant was received. Jarzemsky stated the library has not received any of the fiscal year

2013 funds. These funds will be used to purchase library materials.

### **Renovation Update**

Director Jarzemsky reported on the status of the Library Renovation program. The project is 99% complete with small items needing to be upgraded. Jarzemsky suggested if the Board has not already done so, to walk around the library and note the changes. The Youth Services area is much brighter and there is a great improvement in the use of space and natural lighting. Changes were made in Adult Services to create quiet zones using various forms of furniture to section off areas. Jarzemsky is very pleased with the outcome of the project. He stated that the final stage is making changes and adjustments to the signage in these renovated areas.

### **NEW BUSINESS:**

#### **Bloomingtondale Fire Protection District Inspection**

Jarzemsky shared the report from the Bloomingtondale Fire Protection District. The report shows the Library is in compliance in most areas. One issue addressed was certain internal fire doors being kept closed during the business hours. Jarzemsky stated the Fire Protection District expressed concerns in their report over the width of the back access drive when staff cars are parked on the side. Jarzemsky stated that other utility trucks are able to clear the access road with no issues. Jarzemsky shared some possible options one being to widen the access road, ask staff not to park there and park on the street or in the gazebo parking lot. The board addressed questions regarding funds available to widen the access road as well as street and parking lot lighting for staff that leave at night and have to walk a distance to their cars. Jarzemsky will be addressing his concerns to the Fire Protection District and will report back to the board.

#### **Holiday Closings**

Director Jarzemsky shared the 2013 Holiday Closings. Trustee Szramiak moved and Trustee Mallozzi second to approve the 2013 Holiday Closing calendar as presented. The motion carried by voice vote. AYES: Trustees Strutzel, Szramiak, Gaertner, Clark, Mallozzi, and McGrath. NAYS: None. ABSENT: Rothbaum

#### **LINC Budget**

Trustee Szramiak presented the LINC budget for the Board's approval. Trustee Szramiak stated that LINC is very fiscally responsible and there were a few changes to this year's budget. The overall budget is slightly lower this year than last year. Trustee Szramiak moved and Trustee McGrath second to approve the LINC 2013/2014 Operating Fund Budget. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Gaertner,

Clark, Mallozzi, and McGrath. NAYS: None. ABSENT: Rothbaum.

### **IMRF Contribution Rate 2013**

Included in the Board packet is the report from IMRF on the final contribution rate for calendar year 2013. BPL's rate for 2013 is 13.5%, which is slightly higher than the 2012 rate of 13.26%. Jarzemsky explained the employee contribution is a standard 4.5% while the remaining library cost is spread out over various coverage, including disability and life insurance. The library prepared the FY2013 budget to adjust for a slight increase so this increase will not affect the budget. The library expects to see a slight increase over the next few years.

### **ILA Staff Reports**

Director Jarzemsky reported the ILA Staff Reports is included in the board packet (Attachment I). Jarzemsky stated the staff appreciated the programs offered at ILA conference this year and felt the conference over all was very productive. Jarzemsky shared the importance of reaching out to local legislators to advocate for libraries and to assist libraries in getting funding from the state. Jarzemsky stated a common theme throughout ILA this year was the importance of customer service. The board expressed ways library staff can win over patrons especially as soon as patrons walk into the Library.

### **Reciprocal Borrowers Report**

The Reciprocal Borrowers report was included in the board packet (Attachment J). Jarzemsky explained to the Board what "Reciprocal Borrowing" means. It is patrons going to other libraries and checking out items. Most libraries in the area have generous reciprocal borrowing policies. Jarzemsky reviewed the report. The report showed that more patrons from other libraries come to Bloomingdale to check out materials in comparison to Bloomingdale patrons going to other libraries to use their collection. Jarzemsky is pleased patrons from other libraries use Bloomingdale Library. This data shows that Bloomingdale has a strong collection that is utilized by our residents and patrons from neighboring communities. Jarzemsky reviewed what is considered "Hot Items" and what the library does when the demands for certain materials increases.

**VII. CORRESPONDENCE: There was no correspondence this month**

**VIII. PUBLIC DISCUSSION: There was no public discussion this month.**

**IX. ANNOUNCEMENTS:**

Director Jarzemsky reported that 80% of the Breakfast and Bruch with Santa tickets are sold out. 85 tickets for Brunch were sold on the first day of sales. The Board agreed this is a very popular event.

Director Jarzemsky reported the Holiday Open House will be held on Tuesday, November 27<sup>th</sup> beginning with the tree lighting at 6:45 p.m.

Trustee Jackie McGrath informed the Board of her pending resignation. Trustee McGrath will be resigning effective January 1, 2013. Trustee McGrath will be moving to Barrington with her family. Director Jarzemsky shared with the board the next steps needed to be taken to replace this seat on the board.

**IX. ADJOURNMENT:**

Trustee Mallozzi moved and Trustee Szramiak seconded the motion to adjourn the November 14, 2012 Library Board meeting at 8:58 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

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Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Mary Holtrop