

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 12, 2012**

I. CALL TO ORDER

The meeting was called to order by Vice President LeRoy Gaertner at 7:34 p.m. Trustees present: LeRoy Gaertner, Kelly Mallozzi, Jackie McGrath, David Strutzel and Linda Szramiak. Absent: Trustees Milton Clark and Bonni Rothbaum. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

II. APPROVAL OF MINUTES

The minutes of the November Board Meeting were reviewed. Two corrections to the meeting minutes were noted. Under the Treasurer's Report on page one, the Board approved the payment of bills for the month of November not October. On page five, under Announcements, the sentence, "Trustee Jackie McGrath informed the Board of her resignation effective January 1, 2013," should replace the first sentence in the third paragraph. Trustee Mallozzi moved, and Trustee Strutzel seconded the **motion**, that the minutes of the November 14, 2012 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 Szramiak seconded the **motion**, that the Board approves the payment of bills for the month of December, 2012 in the amount of \$47,405.43 and the transfer of approximately \$269,005.43 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Gaertner, Mallozzi, and McGrath. NAYS: None. ABSENT: Trustees Clark and Rothbaum.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reviewed his report. He reported on the Holiday Open House in which 650 patrons attended. Santa was delivered by a Bloomingdale Fire Protection District truck and the Bloomingdale Police Department assisted with traffic control. He thanked all those involved especially staff and the Village's Public Works Department who accomplished the work decorating the festive outside lights and decorations. A discussion took place concerning the entertainment programs and a suggestion was made that Glenbard High School chorus be requested to participate next year. He informed the Board that Brian Ormond, IT Assistant, would be leaving the library for a full-time position at Poplar Creek Public Library. There were two new staff hires, Zachary BiancoSmith was hired as a part-time librarian in the Adult Services Department and Kristin Anderson was hired as the Youth Services Assistant for the Youth Services Department. He discussed the number of patrons who are using the mobile services offered by the Library. He reviewed the programs that took place in the Youth Services Department. He reported that an additional statistic was added to his report concerning AWE sessions, which refers to the use of the early learning computers in the department. He discussed the work completed by the school liaison Kandy Jones.

IV. REPORTS (Continued)

MONTHLY STATISTICS

The Board reviewed the statistics for the month of November. The circulation report shows an increase of one percent (1%) compared to last year. The statistics prove the popularity of eBooks and a discussion took place concerning the collection that will be maintained for Bloomingdale Library patrons only and the amount budgeted for purchases next fiscal year. It was noted that two (2) weeks for a loan period on an eBook is not a very long time.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – Human Resources Policy Manual – Patient Protection and Affordable Care Act (PPACA) - The new PPACA policy will limit part-time staff to twenty-nine (29) hours per week. This new policy will be formally added to the Human Resource Policy and future hires will be made aware of the policy.

FINANCE – No report.

BUILDING AND GROUNDS – Snow and Ice Control Procedures – Director Jarzemsky reviewed the 2012/2013 Snow and Ice Control Procedures with the Board. Village staff is responsible for the snow plowing of the parking lot and the shoveling of the sidewalks. He stated that the Village staff has done a good job in response to snow events. Library staff is aware of the procedures.

LIAISON REPORTS

LINC – No report.

VILLAGE - Village Trustee Jim King reported on events in the Village. He reported that the Village Board recently received the Bloomingdale Golf Course Five-Year Plan update. The bond to purchase the course will be completely paid off in 2016. He stated that the Village Board approved the dial-a-ride transportation program with Bloomingdale Township. Discussion took place concerning the cost for the service and the locations outside of Bloomingdale Township that the service provides. He discussed the five-year plan for the Village's street maintenance. The Village Hall plans to replace all the windows. He reported on the status of new businesses and various building remodeling projects taking place in the Village. He provided information on the Truth in Taxation Hearing on the Library and Village proposed tax levy. An agreement with Bloomingdale Township for mosquito abatement was recently approved.

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

IV. REPORTS (Continued)

LIAISON REPORTS

FRIENDS OF THE LIBRARY – Director Jarzemsky reported that the next meeting of the Friends will be on Thursday, January 20, 2013.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on January 24, 2013 to be hosted by the Village of Bloomingdale.

V. UNFINISHED BUSINESS:

FIRE PROTECTION SYSTEM UPGRADE

Director Jarzemsky reported that there are two (2) outstanding items and he is waiting for a report from the third party Fire Safety Consultant used by the Fire Protection District. The equipment has been ordered and installation should start soon.

OPEN MEETING ACT TRAINING

Director Jarzemsky stated that the Library's attorney, in a recent Library Law eNews, reported that elected or appointed public official do not have to repeat Open Meetings Act (OMA) training if they already completed the OMA training this year and do not have to repeat the training on an annual basis. Director Jarzemsky, as the Library's OMA designee, does need to complete the training yearly.

VI. NEW BUSINESS:

ANNUAL PLANNING MEETING – NEED TO SELECT A DATE

Due to the absence of two Trustees, Director Jarzemsky suggested that he will poll the Board via e-mail on the date for the meeting. The annual planning meeting usually takes place on a Saturday between 9:00 a.m. and 1:00 p.m. He discussed the days that are not good for the Library. The Board members present agreed to his plan to poll the Board.

HUMAN RESOURCES POLICY CHANGE TO PART-TIME HOURS

Director Jarzemsky discussed the reasons for the change in part-time hours as was previously discussed at a Library Board meeting. He stated that the Human Resources Policy Manual, page 61, will be changed to reflect that "All part-time employees must be limited to no more than 29 hours per standard work week." Discussion took place concerning the language defining a part-time employee and the need to change the part-time vacation policy to reflect the new work schedule limit. Trustee Szramiak moved and Trustee Kelly seconded the **motion**, that the Board approves the human resources policy change to limit all part-time employees to no more than 29 hours per standard work week.

The motion carried by roll call vote: AYES: Trustees Szramiak, Mallozzi, Strutzel, Gaertner, and McGrath. NAYS: None. ABSENT: Trustees Clark and Rothbaum.

VI. NEW BUSINESS: (Continued)

HUMAN RESOURCES POLICY CHANGE TO PART-TIME HOURS

Director Jarzemsky stated that this change to the policy will impact three (3) current part-time employees who presently work a thirty (30) hour work week. They will be reduced in hours by one (1) hour per week. He suggested that the Board consider providing these employees with a special bonus. The budget provides for the salaries until the end of the fiscal year. The three are long-time employees and if not for the legislation, their hours would have remained the same. The Board agreed that a discussion on the matter take place at the upcoming annual meeting.

KARA FOUNDATION DONATION

A donation in the amount of \$1,000.00 was received from the Kara Foundation. Director Jarzemsky stated that he has sent a letter of thanks to them. He explained the process that will be used to determine how the funds would be used. He will report back to the Board on what the donation will be used for. The Board appreciates the Kara Foundation's support.

VILLAGE CO-SPONSORED EVENTS 2013

Director Jarzemsky stated that the Library is again asking for the Village to co-sponsor annual special events (Ice Cream Social, Halloween Party and Holiday Open House) and the Gazebo Concerts. The letter to the Village contains information on the number of individuals who attended the events last year and a thank you for their past support. The Library is asking for \$5,500.00. It was noted that the Village has been given credit for the sponsorship of the events. The letter will be forwarded to the Village upon approval by the Board. Trustee Mallozzi moved, and Trustee Szramiak seconded the **motion**, to approve the letter to the Village Requesting Co-Sponsorship of Events as presented. The motion carried by roll call vote: AYES: Trustees Mallozzi, Szramiak, Gaertner, Strutzel, and McGrath. NAYS: None. ABSENT: Trustees Clark and Rothbaum.

VII. PUBLIC DISCUSSION:

VIII. ANNOUNCEMENTS:

The Library will be closed for the holidays on December 24, 25, and 31, 2012 and January 1, 2013.

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee McGrath seconded the **motion** to adjourn the December 12, 2012 Library Board meeting at 8:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones