

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 8, 2012**

ATTACHMENT A
3/14/2012

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:35 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Jackie McGrath, Bonni Rothbaum, Linda Szramiak and David Strutzel. Absent: None. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

II. APPROVAL OF MINUTES

The minutes of the January Board Meeting were reviewed. A correction was noted to the first name of Trustee McGrath. Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, that the minutes of the January 11, 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 approve the payment of bills for the month of February, 2012 in the amount of \$59,909.87 and the transfer of approximately \$203,000.00 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 Librarian Report. He reported on the number of patrons that attended the Library's movie night featuring *The Help*. The other program discussed was "Staying Motivated During a Job Search" and the success of the "Snowflake Serenades Concert: the Barefoot Hawaiian." Circulation is up again over last year. The purge of library card holders continues. Director Jarzemsky noted the changes that were made to the Librarian's Report and the Board stated their approval of the new format. Discussion took place concerning the plans to bring more programs out to the community including the holding of a book discussion group at Ballydoyle Restaurant geared toward 20 to 30-year-old patrons. Director Jarzemsky discussed Youth Services staff visiting area libraries. Youth Services staff is looking at their collection displays, play areas and arrangements.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of January. Circulation was up one percent over last year. Library holdings are up especially in the eBooks category. Discussion took place concerning the ordering of eBooks. It was noted that e-Pay has shown an increase in fine payments over last year.

IV. REPORTS (Continued)

STANDING COMMITTEES

PERSONNEL - Merit/Raises for 2012/13 – Director Jarzemsky stated that there is no need to go into Executive Session to discuss this item. The discussion will center on the maximum raise that an employee can get during the upcoming fiscal year. The employees are rated on a scale of one to five and the maximum raise is a guide point to be used for a merit raise determination. To be discussed further under New Business.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS - Director Jarzemsky reported that the floor in front of the newly installed doors needs to be ground and leveled. The carpeting will then be replaced and repaired. Other areas of carpet will also be replaced due to wear.

LIAISON REPORTS

LINC – Trustee Szramiak reported on events of the last LINC meeting. A demonstration of the new program, Enterprise, which will replace OPAC, was given. Discussion took place concerning the change to the Open Meetings Act and the posting of salaries. The LINC budget for 2012/2013 was approved. At the April meeting, an evaluation and setting of goals for the LINC Director will be discussed.

VILLAGE - Trustee King reported that the Scottish Rite will be holding an open house. King reported on the water and sewer distribution work that will begin. King reported on the planned opening of School District 93 proposed preschool. In response to questions at the last meeting, Trustee King reported that calls made on cell phones are taken by the County Sheriff's office and routed to the Fire Department. Calls made on land lines come to the Village's dispatch center and then forwarded to the Fire Department. Trustee King plans to take the Open Meetings Act training at the Library.

FRIENDS OF THE LIBRARY – Director Jarzemsky stated that the Friends are preparing for the March 10 and 11 Spring Book Sale. Donated books should be brought to the library the week before the sale. The Friends have suspended the membership dues for one year to promote membership.

BIG - Director Jarzemsky, Trustee Rothbaum and Trustee Szramiak attended the BIG meeting hosted by Bloomingdale School District 13 on Thursday, January 19, 2012. Director Jarzemsky reported that Fire Chief Christensen is retiring and Deputy Fire Chief McNamara will be promoted to Fire Chief. The sharing of ideas took place at the meeting. School District 93 talked about their plans for the new preschool. Dr. Huntley of School District 20 was present. The percentage of personnel due to retirement at School District 13 was reported. Township Supervisor Ed Levato thanked the library for the "Food for Fines" program and praised the Library for contributing to the food pantry.

V. UNFINISHED BUSINESS:

OPEN MEETINGS ACT TRAINING

Director Jarzemsky reported, as previously discussed at the last meeting, State law now requires all elected officials to take and pass the Open Meetings Act test. Jarzemsky stated that Village officials are welcome to use the computer labs reserved for those interested in taking the test at the Library on three different dates. Director Jarzemsky will be available to help and the Business Office will be able to print out a copy of the certificate of successful completion of the test. Discussion took place on how long the test takes. Director Jarzemsky did ask that he be informed on the number of Village officials that are planning to use the labs to take the test so that enough computers can be arranged.

Removal from the Roll: Village Trustee King leaves the meeting at 8:20 p.m.

VI. NEW BUSINESS:

SET MAX RAISES FOR FY 2012/13

Director Jarzemsky stated that he met with Trustees Rothbaum and Szramiak to discuss the proposed maximum raises for FY 2012/13. Director Jarzemsky distributed a packet of information on inflation rates and salary projections. The packet contained data on the Consumer Price Index (CPI), various articles and projections on potential raises. The various raise scenarios and raise history information was distributed. He discussed the inflation scenario and the fluctuation that has occurred over the years of the CPI. He stated that the Board needs to decide on the maximum raise that is to be given to Library personnel for the upcoming fiscal year. He needs to plan for this adjustment in the budget. The Management Association of Illinois provided the library with a report showing the projected salary merit budget increases with a comparison of the maximum percentage raises using the library data and other entities. He discussed what they project for 2012. He provided cost projections as it impacts the library budget. Discussion took place concerning the IMRF contribution and the history of maximum raises over the past few years. It was noted that not all of the library's personnel will receive the maximum percentage raise. Director Jarzemsky uses the number as a help with the budget projections. This raise aids in retention but not in recruitment. The salary study would be a separate discussion. In response to questions, other libraries are looking at 2.5% to 3% maximum raises. Discussion took place concerning tax revenues and the library's ability to justify a raise in salaries. The Trustees were polled on the raise percentages that they would favor. A lengthy discussion took place concerning the raise proposals. Trustee Gaertner expressed his opinion that the library was in stable fiscal shape and that a maximum raise of 3% could be justified. After this lengthy discussion, Trustee Gaertner moved and Trustee Rothbaum seconded the **motion** to approve a maximum raise of 3% for fiscal year 2012/2013. The **motion carried** by roll call vote: AYES: Trustees Gaertner, Rothbaum, Clark, Mallozzi and Strutzel. NAYS: Trustee Szramiak. ABSTAIN: Trustee McGrath. ABSENT: None.

VI. NEW BUSINESS: (Continued)

KARA FOUNDATION FINAL LETTER

Director Jarzemsky stated that the Kara Foundation has again generously awarded the Library with a grant of \$1,000.00. A thank you letter was previously sent and the letter in the meeting packet again thanks the Foundation but also gives a detailed accounting of how the grant money was spent as per the guidelines of the grant. The Board appreciates the Kara Foundation's support and was very pleased to have been chosen again for this donation.

ANNUAL STATEMENT OF PROPERTY TAX PAYMENTS

Director Jarzemsky provided the Board with the letter from Gwen Henry, DuPage County Treasurer, which shows the annual statement of 2010 Real Estate Tax collected for and distributed to the Library. The County collected all of the money that was levied. The payment to the library was made on time.

BOND LEVY REPAYMENT TO THE VILLAGE OF BLOOMINGDALE

Director Jarzemsky reported that the Library's 2010 property tax bond levy to the Village has been paid in full. An e-mail from Village Finance Director, Gary Szott, acknowledged that the bond has been paid 100%.

OPEN MEETINGS ACT AMENDMENT

Director Jarzemsky stated that the Library's law firm provided the Board with the information in the packet on the Open Meetings Act Amendment that took effect January, 2012 on the duty to post compensation information of IMRF employees. He reviewed the information with the Board. Employees in the IMRF system, with total compensation packages over \$75,000, need to have the information showing their position and compensation package posted. The information needs to be posted six (6) days after approval of the budget. The attorney's recommendations contained in the packet will be followed. The physical copy of the required information will be available at the office but will not be posted on the Library's website. The website will include information on how to access the information.

FY 2012-2014 PER CAPITA GRANT REQUIREMENTS

Director Jarzemsky reported that he is working on the 2013 grant requirements for the Illinois State Library Per Capita and Equalization Aid Grant and will be providing the Board with their requirements in the near future. The Library has not received last year's grant funds.

VII. PUBLIC DISCUSSION:

No public was present.

VIII. ANNOUNCEMENTS:

Friends of the Library 2012 Spring Book Sale: March 10-11

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Mallozzi seconded the motion to adjourn the February 8, 2012 Library Board meeting at 9:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones