

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

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m. Trustees present: LeRoy Gaertner, Kelly Mallozzi, Jackie McGrath, Bonni Rothbaum, Linda Szramiak and David Strutzel. Absent: Milton Clark. Also Present: Director Tim Jarzemsky, Recorder Mary Holtrop, Village Trustee Jim King, designer Tiffany Nash of product architecture + design.

Director Jarzemsky requested that Tiffany Nash's interior design presentation be moved after the Treasurer's report. The board approved the agenda adjustment.

II. APPROVAL OF MINUTES

The minutes of the February Board Meeting were reviewed. A correction was noted to a misspelling in the Librarian's report. Trustee Mallozzi moved, and Trustee Szramiak seconded the **motion**, that the minutes of the February 8, 2012 Regular Library Board meeting be approved as corrected. The motion carried by voice vote.

III. TREASURER'S REPORT

Trustee Strutzel reviewed the Treasurer's report to the board. Director Jarzemsky explained that the slight increase in the AT&T bill is a result of the contract expiring and higher rates being applied to our account. AT&T has been contacted and the rates are being adjusted to the standard rates. The board should expect to see the AT&T bill adjust to the standard rate with a credit adjustment in the next few months. Trustee Strutzel moved, and Trustee Szramiak seconded the **motion**, that the Board approved the payment of bills for the month of March, 2012 in the amount of \$61,442.75 and the transfer of approximately \$270,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Gaertner, Mallozzi, McGrath, and Rothbaum. NAYS: None. ABSENT: Clark.

VI. Tiffany Nash Presentation-designer proposal

Tiffany Nash of Product Architecture + Design of Chicago gave a PowerPoint presentation regarding interior changes to the Adult Services and Youth Services areas. This presentation included before and after pictures of work completed by the company to other libraries, including ELA Area Library, Waukegan Library, Palos Heights library and Arlington Heights library. Nash spoke about the positive impact design change has had on these libraries. The board asked questions about color, furniture choices, user experience and noise. Nash stressed the used of as much natural light as possible in the design specifications. The board thanked Nash for her presentation. Nash left the meeting at 7:50 p.m.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reviewed the Librarian's Report. Attendance at the Snowflake Serenades concert series has increased. The attendance at The Bloomy Awards, the library's movie marathon, has also increased. The library believes this program has

become more successful and popular over the past few years. Overall attendance at library programs and the participation in Winter Reading Program has gone up over the past year. Youth Services in particular has seen a large increase in Winter Reading Program participation and program attendance. Jarzemsky reviewed the circulation statistics showing increases in overall circulation and library visitors. Jarzemsky explained every few years the Library does a purge of reports and this includes library card holders. After a purging, the statistics can show a decrease of library card holders but it gives a more accurate indication of how many residents are library card holders.

Jarzemsky reported two staff members resigned during February, Thomas Hillier and Nancy O'Leary. Thomas found a position at a library closer to his home and Nancy resigned to spend more time with her family. The Library wishes them both the best of luck.

The One Book One Community Book for 2012 is *Rocket Boys* by Homer H. Hickman, Jr. The movie based on this book is called *October Sky*.

Jim King arrived at the meeting at 7:55.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of February. Circulation was up .5% from last year. Library holdings are up in the eBooks, and playaways category. E-books continue to show increase in circulation. Responding to a question from the Board, Jarzemsky explained that Shoutbomb is a service where patrons can receive library notices via text messaging on their electronic devices or phones. Jarzemsky also reported the Youth Services self check machine is being utilized. The library is in the process of setting up one wireless network throughout the library that will allow better connectivity and printing capability for laptop users. In response to a question by Trustee McGrath, Jarzemsky pulled up the library web site showing where the link is for the Museum Passes. Jarzemsky explained that Macy's will not be continuing to oversee this program; however, the library is looking at ways to continue this service for our patrons.

IV. REPORTS (Continued)

STANDING COMMITTEES

PERSONNEL - No meeting

POLICY – No meeting

FINANCE – No meeting

BUILDING AND GROUNDS - Director Jarzemsky reported that the library received a proposal from Pine Landscaping of Batavia, IL for spring, summer and fall landscaping. The spring and summer proposal includes installation, materials, and labor at a cost of \$1,545.00. The fall plantings proposal came to a total of \$645.00.

LIAISON REPORTS

LINC – Nothing to report

VILLAGE - Trustee King reported a change in rates in garbage pickup. King reported the Village will be moving to new 65 gallon and 95 gallon reciprocals. King shared the current negotiations on the police dispatcher contract with a time table of an agreement by the end of April. King discussed Veteran discounts at Cantigny, including the cost to play golf. King stated there will be a slight increase in water bills.

FRIENDS OF THE LIBRARY – Director Jarzemsky stated that the Friends had another successful spring book sale. Many items were sold within the first few hours on Saturday. A brief discussion occurred on how to increase donations. Trustee McGrath suggested reaching out to the community for more donations in children’s books.

BIG - Director Jarzemsky stated there is a BIG meeting in April.

V. UNFINISHED BUSINESS:

OPEN MEETINGS ACT AMENDMENT- Compensation over \$75K

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. Trustees and Village employees discussed their experience in taking the Open Meetings Act exam.

Jarzemsky reported on Public Act 97-609 that state any IMRF employee with a total compensation package over \$75,000 need to be publicly posted. Jarzemsky stated this only applies to one employee and the library will be in compliance upon passage of the FY 12/13 budget. Compensation package includes wages, but not group health insurance, or IMRF contributions. The library attorney recommended a link be put on the library website that will take a concerned patron directly to the Act and the requirements. This 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 in the Business Office, but will not be posted on the library’s website. The website will include information on how to access the information.

APRIL FOOD FOR FINES

The Library is partnering with local village and community agencies to collect donations for Food for Fines. The Bloomingdale Park District, Bloomingdale-Roselle Rotary Club, Village of Bloomingdale, Village of Roselle, Roselle Park District, and the Roselle Public Library all will be collecting donations for the program. The Food for Fines program is only available at the Bloomingdale Public Library for items owned by the library. All food donations will be given to the Bloomingdale Township Food Pantry.

VI. NEW BUSINESS:

PER CAPITA GRANT AWARD

Director Jarzemsky reported the library received a letter from the Illinois State Library awarding the Per Capita Grant in the amount of \$22,579.46. Jarzemsky stated the grant is slightly less than what was requested; however, the library is very appreciative and will use the funds to purchase materials.

TIFFANY NASH PRESENTATION

Please see above for overall discussion. Trustee Szamiak moved and Trustee Mallozzi seconded the **motion**, that the board approve the proposal from Product Architecture + Design in the amount of \$3,000 for the planning and design services for modifications to the Adult Services and Youth Services areas. A full proposal with simple floor plans will be provided; full design services will begin once the budget is approved. The motion carried by roll call vote: AYES: Trustees Rothbaum, Gaertner, Mallozzi, McGrath, Strutzel and Szamiak. NAYS: None. ABSENT: Clark.

MUSEUM PASS INFORMATION

Jarzemsky updated the board on the Macy's Museum Adventure Pass Program. As a result of the system mergers, RAILS was unable to continue in their role as administrator. The organization and management of the Adventure Pass Program has been transferred from RAILS to Innovation Experts. Macy's stated they will not be able to fund the program after December, 2012. Innovation Experts is exploring ways to fundraise for program support. This program has been extremely successful and Innovation Experts is motivated to keep it going. Jarzemsky explained any funds were used by Macy's to offset the advertising of the program and there is hope that a new sponsor can find ways to give some of the funds back to the museums.

SCAN STATION

Director Jarzemsky provided the board with an update on the statistics of the new scan station. Jarzemsky stated over 4,000 scans have gone out since the implementation of this station. Patrons are extremely pleased with this service. Jarzemsky stated the scan station is in the computer lab and due to the demand of its use, a one-hour time limit has been mandated. Jarzemsky is working with staff to determine the scan station statistics and usage. Jarzemsky passed out a marketing flyer that is available to patrons explaining the scan station's operations.

DIRECTOR EVALUATION FORM

Director Jarzemsky provided the Board with copies of the director's evaluation form. Jarzemsky stated the library has purchased a new evaluation software program that will be implemented this year. Jarzemsky's evaluation will take place at the April Board meeting.

TENTATIVE BUDGET FY 2012-2013

Director Jarzemsky distributed a copy of the tentative FY2012-2013 budget. Jarzemsky reviewed this budget with the board. The budget will remain flat with some slight increases for purchasing and fixed cost areas, such as utilities, insurance and salaries. Jarzemsky stated the library is still waiting on some contracts so the budget is not finalized. Jarzemsky explained the levy process and what the library is requesting from Bloomingdale tax payers. Jarzemsky responded to a question from Trustee McGrath regarding the restrictions on the special reserve fund, which stipulates that the library can only spend what is represented and approved on the budget.

NEW INSURANCE LAW

Director Jarzemsky stated that as a result of Illinois Law PA 97-101 local libraries, library systems and library districts may now obtain coverage as an alternative to bonds to protect library funds. Prior to the enactment of the Public Act 97-101, local libraries treasurers or fund custodians were required to provide the board with a bond in an amount not less than 50% of the total funds received by the library's per capita grant in the prior fiscal year. The library was obligated to pay the cost of the bond. Effective January 1, 2012, libraries can also opt to secure an insurance policy providing coverage for loss of library funds incurred by negligence or intentional acts of library officials and employees, including treasurers and fund custodians.

M-RATED VIDEOGAMES - 3 MONTH REPORT

Director Jarzemsky reported the 3 month statistics on the M-rated videogames. A copy of these statistics was included in the board packet. Jarzemsky stated that there has been no feedback or comments from patron to either himself, in the suggestion box or to any service desk regarding the M-rated videogames. Jarzemsky stated staff will continue to monitor the statistics and be prepared should any patron have a concern. Responding to a question from Trustee McGrath, Jarzemsky stated that all M-rated games checked out by kids must be approved by parents.

VII. PUBLIC DISCUSSION:

No public was present.

VIII. ANNOUNCEMENTS:

Trustee Mallozzi reminded the board that the library is a polling place and early voting will be coming up next week.

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Rothbaum seconded the motion to adjourn the March 14, 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 Mary Holtrop