

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
APRIL 11, 2012**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m. Trustees present: Milton Clark, Kelly Mallozzi, Jackie McGrath, Bonni Rothbaum, David Strutzel, and Linda Szramiak. Absent: LeRoy Gaertner. Also Present: Director Tim Jarzemsky.

**II. APPROVAL OF MINUTES**

The minutes of the March Board Meeting were reviewed. The following corrections were noted: on page three, under Open Meetings Act Amendment: Compensation over \$75K, second paragraph, third sentence, should read: "*Compensation packages **does not** include health insurance, benefit time and IMRF contributions,*" and on page four, under Tiffany Nash Presentation, Trustee Rothbaum should be noted as voting AYE to the motion. Trustee Szramiak moved, and Trustee Strutzel seconded the **motion**, that the minutes of the March 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 April 2012 in the amount of \$61,985.08 and the transfer of approximately \$225,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Clark, Mallozzi, McGrath and Rothbaum. NAYS: None. ABSENT: Trustee Gaertner.

**IV. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on the Snowflake Serenades Concert, the Coupons 101 Program, and the "Someone Must Wash the Dishes: An Anti-Suffrage Satire" presentation held at the Library during the month of March. He reported that Joseph Latoria was promoted to part-time Circulation Clerk and Stephanie Schaflien was hired as a part-time Circulation Clerk. He reviewed his written report with the Board and noted that the library is continuing to purge its system of cardholders. Some libraries have decided against purging their patron records to prevent an increase in renewals. \The various mobile applications were discussed briefly. The Library is working towards having all areas of the library be wireless by the end of May. It was noted that the Young Adult bulletin boards are very well done and staff is doing a great job. Director Jarzemsky discussed the success of the Panera Storytime Outreach program stating that on average 47 patrons participate. Staff has done a very good job with programming. The Celebrate Reading Program planning has begun with invitations being mailed to first grade teachers in area schools.

#### **IV. REPORTS (Continued)**

##### **MONTHLY STATISTICS**

The Board reviewed the statistics for the month of March. The circulation report shows that total circulation is down slightly over last year. Discussion took place on comparing the statistics of all the library materials that circulate. E-Pay and databases statistics were reviewed.

##### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – As noted under New Business, the Reference Policy Update is being provided to the Board for review. The Board was very pleased with the detail of the proposed changes. The May meeting agenda will include the approval of the proposed updated Reference Policy.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – No report.

##### **LIAISON REPORTS**

**LINC** – Trustee Szramiak reported on the last LINC meeting. It was noted that fourteen (14) residents applied for one Library Board opening in Geneva. Discussion took place concerning the rising costs of e-books.

**VILLAGE** - No report.

**FRIENDS OF THE LIBRARY** – Director Jarzemsky reported that the next meeting of the Friends will be on Wednesday, May 16, 2012 at 7:00 p.m. The meeting will be on the Spring book sale and the events planned for the summer.

**BIG** - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, April 26, 2012 at Noon to be hosted by Community Consolidated School District 93. Trustee Mallozzi, along with Director Jarzemsky plan on attending.

## **V. UNFINISHED BUSINESS:**

### **FISCAL YEAR 2012/2013 BUDGET REVIEW**

Director Jarzemsky stated that he is presenting a proposed budget tonight with approval scheduled for May. He stated that revenues are remaining the same. He would like to concentrate the discussion on the expense side of the budget. He discussed the expenses involved with personnel. He stated that overall the individual line items in the budget are flat and explained the items that were increasing. A question was raised under contractual services and what the line item "Public Information" refers to in the budget. Director Jarzemsky stated that he would look into this line item. He explained the proposed OCLC (Computer Cataloging System). Additional details on this service will be given to the Board at next month's meeting. Commodities were discussed and the addition of MyMediaMall, which will provide the library with their own collection of eBooks for use by Bloomingdale patrons only. Director Jarzemsky noted that the departments made decisions on the purchase of materials in the budget. It was questioned what the line item "donation purchases" refers to and this will be investigated further. Director Jarzemsky stated that there was a very slight increase in the operating budget. He reviewed with the Board the estimated assessed value (EAV) statistics for 2011 and 2012. In 2011, the EAV was \$928,022,344 while 2012 EAV is shown as \$890,000,000. The estimated assessed value of property continues to decline. He discussed the final tax rate and explained that the bond levy has been completed; the Board reduced the levy in 2011. The general levy is down 2% and there is a need for discussions on the upcoming levy.

### **IMRF AUDIT**

Director Jarzemsky stated that an audit was done at the library and the Village. There was a part-time employee that worked over six hundred hours and qualified for IMRF benefits. The individual has the opportunity to purchase the missed credits for two (2) years. Discussion took place concerning the employees who qualify for IMRF. All employees who work over six hundred hours are qualified.

### **MUSEUM PASS INFORMATION**

Trustee Mallozzi provided information to the Board concerning Innovations Experts and their role in the Museum Adventure Pass Program. She stated that for the past three years Macy's has been supporting the program but none of the funds went directly to the museums. The sponsorship funds were used for advertising, printing and web design work. Macy's will no longer be a sponsor. RAILS is looking for sponsors for the program. She stated that they are asking that letters be written by the library and library patrons on how much they enjoy the program. Information can be found on the website. Letters should be written to Macy's thanking them for their sponsorship and how enjoyable the program has been. Discussion took place concerning how the program works and why some of the museums can no longer afford to participate. It was noted that not all the passes include free admission.

## **VI. NEW BUSINESS:**

### **NON-RESIDENT CARD PROGRAM**

Director Jarzemsky stated that the Library would be using the property tax bill method to calculate the fee to non-residents for a Bloomingdale library card and again participating in the DuPage Library System Non-Resident Library Card Program. He explained how the fee would be calculated based upon the levy rate. A library card can be purchased for one year and will go on sale May 1<sup>st</sup>. Trustee Mallozzi moved and Trustee Clark seconded the **motion**, that the Board approves the 2012/2013 non-resident public library card fee program as presented. The motion carried by roll call vote. AYES: Trustees Mallozzi, Clark, McGrath, Szramiak, Strutzel, and Rothbaum. NAYS: None. ABSENT: Trustee Gaertner.

### **BUILDING FUND TRANSFER**

Director Jarzemsky asked for approval to transfer some of the excess reserves to the Building Fund. He is suggesting a transfer of \$100,000.00. A discussion took place concerning the estimated year end balance unspent in the budget. Trustee Strutzel moved and Trustee Rothbaum seconded the **motion**, to approve the fund transfer of \$100,000.00 from the general fund into the Building Fund. The motion carried by roll call vote. AYES: Trustees Strutzel, Rothbaum, Szramiak, Clark, McGrath and Mallozzi. NAYS: None. ABSENT: Trustee Gaertner.

### **REFERENCE POLICY UPDATES – REVIEW FOR MAY APPROVAL**

As discussed under Standing Committee Reports, the reference policy updates will be reviewed for approval at the May meeting.

### **SCHOOL DISTRICT 13 NEW SUPERINTENDENT OPEN HOUSE**

Director Jarzemsky stated that the Board is invited to attend an open house to welcome School District 13 Superintendent-elect Dr. Jon Bartelt on Wednesday, May 2, 2012 from 3:30 to 5:00 p.m. at the School District office.

## **VI. NEW BUSINESS: (Continued)**

### **RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FISCAL YEAR 2012/13**

Trustee Rothbaum presented Resolution No. 2011/2012-4 entitled Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, Du Page County, Illinois.

Trustee Szramiak moved and Trustee McGrath seconded the motion that said resolution as presented be adopted.

After a full discussion thereof, President Rothbaum directed that the roll be called for a vote upon the **motion** to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: Trustees Szramiak, McGrath, Strutzel, Rothbaum, Clark and Mallozzi. The following Trustees voted NAY: None. Absent: Trustee Gaertner.

Whereupon President Rothbaum declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, Du Page County, Illinois, which was done.

## **VII. PUBLIC DISCUSSION:**

## **VIII. ANNOUNCEMENTS:**

Trustee Szramiak stated that she will not be attendance at the June meeting.

## **IX. EXECUTIVE SESSION:**

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act.

**IX. EXECUTIVE SESSION: (Continued)**

At 8:55 p.m. Trustee Rothbaum moved, and Trustee Szramiak seconded the **motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried by roll call vote. AYES: Trustees Rothbaum, Szramiak, Clark, McGrath, Mallozzi, and Strutzel. NAYS: None. ABSENT: Trustee Gaertner.

The Closed Session was concluded at 10:15 p.m. at which time the regular meeting of the Board reconvened.

**DIRECTOR'S SALARY FY 2012/2013**

Trustee Rothbaum moved and Trustee McGrath seconded the **motion** that the FY 2012/2013 Director's salary, as recommended in the Executive Session this evening, be approved. The motion carried by roll call vote: AYES: Trustees Rothbaum, McGrath, Strutzel, Szramiak, Clark, and Mallozzi. NAYS: None. ABSENT: Trustee Gaertner.

**X. ADJOURNMENT:**

Trustee Szramiak moved and Trustee Strutzel seconded the motion to adjourn the April 11, 2012 Library Board meeting at 10:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Irene M. Jones