

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 9, 2012**

ATTACHMENT A
6/13/2012

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Jackie McGrath, Bonni Rothbaum, and David Strutzel. Absent: Linda Szramiak. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

II. APPROVAL OF MINUTES

The minutes of the April Board Meeting were reviewed. Trustee Mallozzi moved, and Trustee Clark seconded the **motion**, that the minutes of the April 11, 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 Mallozzi seconded the **motion**, that the Board approves the payment of bills for the month of May 2012 in the amount of \$58,643.19 and the transfer of approximately \$211,743.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Mallozzi, Gaertner, Clark, McGrath, and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

IV. REPORTS

LIBRARIAN

Director Jarzemsky discussed the programs that were held in the month of April. He reported that Paul Hageli was hired as a part-time shelver for the Circulation/Technical Services Department. Circulation was up 2% for the year. The Food for Fines program was a great success. The donated food was greatly appreciated by the Bloomington Township Food Pantry. The wireless network installation has been completed and is now fully operational throughout the building. He reviewed the statistical information for the departments. The programs on how to download eBooks is continuing. The "Read to Rover" programs have been very successful. The program is geared toward children who have trouble reading and has been very well received by children and their parents. Jarzemsky stated that a small honorarium was given to the organization that provided the dogs. A discussion took place concerning the "Celebrate Reading" parties and how much the children enjoy the activities.

MONTHLY STATISTICS

Circulation was up 2% over last year. The fiscal year statistics will be available in June and will be a comparison of the fiscal year in the various categories as compared to the previous year. Statistics on the amount collected through ePay were reviewed. The database usage statistics show the monthly number of searches.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – The Reference Policy will be discussed under Unfinished Business.

FINANCE – No report.

BUILDING AND GROUNDS - No report.

LIAISON REPORTS

LINC – No report.

VILLAGE - Village Trustee King reported that the Village will passing the budget at the upcoming Village Board meeting. The library program requests have been included in the budget. The Board expressed their appreciation for the continued Village support. He reported that Republic Disposal Services has delivered the new garbage carts and explained the procedure for obtaining a smaller cart if requested. He reported that the Dominick's Food Store on Gary Avenue has closed and on potential future plans with the vacant store. Buffalo Wild Wings has replaced Ruby Tuesday. Wal-Mart is expanding into a Super Wal-Mart. He reported that Deputy Chief Sater has retired and Tim Roberts is the new Deputy Chief.

FRIENDS OF THE LIBRARY – Director Jarzemsky stated that the next meeting will be held on Wednesday, May16, 2012.

BIG - Director Jarzemsky and Trustee Mallozzi reported on what was discussed at the meeting held on April 26, 2012 hosted by Community Consolidated School District 93.

V. UNFINISHED BUSINESS:

FIRE ALARM SYSTEM - BID

Director Jarzemsky stated that the first step in the process for replacing the fire alarm system is advertising an invitation for bids. Competitive bids will be sought for the proposed Fire Alarm Project. The bid notice will be advertised in the Daily Herald three times and available on the Library's website. The scope of work includes drawings, specifications and the proposed contract will be available to all prospective bidders. A mandatory pre-bid conference will be held on May 29, 2012 at 2:00 p.m. Sealed bids must be received by Tuesday, June 12, 2012. After the opening of the bids, the bids will be sent to the consultant for review. Director Jarzemsky stated that a bid award will most likely take place at the July meeting and work on the system should start by September, 2012. In response to questions, Director Jarzemsky explained the bid security requirement. Trustee Mallozzi moved, and Trustee Strutzel seconded the **motion**, that the Board approves the publication of the invitation for bids for the fire alarm system replacement as presented. The motion carried by roll call vote: AYES: Trustees Mallozzi, Strutzel, Gaertner, Clark, McGrath, and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

V. UNFINISHED BUSINESS: (Continued)

REFERENCE POLICY

Director Jarzemsky stated that the Board reviewed the proposed updated Reference Policy last month. He is asking for approval of the new reference policy tonight. The Board agreed that the policy was well written and the separation of the policy and procedures was very well done. Trustee McGrath moved, and Trustee Gaertner seconded the **motion**, that the Board approves the Reference Policy as presented. The motion carried by roll call vote: AYES: Trustees McGrath, Gaertner, Strutzel, Mallozzi, Clark, and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

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

VI. NEW BUSINESS:

OPERATING BUDGET FISCAL YEAR 2012/2013

Director Jarzemsky stated that the proposed budget for FY2012/2013 is included in the meeting packet. The document provides a comparison between the proposed budget and the current fiscal year budget. He reviewed the proposed changes between the two fiscal years. The expenses were reviewed. He discussed the changes to social security and IMRF. Health insurance costs will be going up. In response to questions, the library has sixty-one (61) employees and fifty-five (55) are IMRF participants. He explained the reason for the unemployment insurance line item. He discussed the reason for the telephone cost increase. Legal fees have been reduced and an explanation was given for the reduction. A review took place on the various line items within the budget.

Director Jarzemsky discussed the purchase of e-books that would be available only to Bloomingdale Library patrons and their borrowing procedures. They would be co-mingled with the consortium holdings. He discussed the allocation that is being used for materials and where budget dollars will be increased or decreased. He noted that the Building Fund is a separate pool of money that is to be used for short-term and long-term capital programs. He discussed the projected expenditures from the Fund. A discussion took place concerning the reserves in the Fund and the contingency budget for emergencies.

Director Jarzemsky went on to explain the importance of the levy and discussed the current levy amounts. The revenue collected this year is based upon the levy that was determined last year. A discussion took place concerning revenues that are received other than property taxes.

The Board was in agreement that staff did an excellent job in preparing the budget. Director Jarzemsky's presentation was very informative and the Board expressed their appreciation for the work that went into the presentations.

VI. NEW BUSINESS: (Continued)

OPERATING BUDGET FISCAL YEAR 2012/2013

After a final review and discussion of the Operating Budget document, Trustee Strutzel moved and Trustee Clark seconded the **motion**, that the Board approves the Operating Budget for Fiscal Year 2012/2013 as presented. Upon the roll being called the following Trustees voted AYE: Trustees Strutzel, Clark, McGrath, Mallozzi, Gaertner, and Rothbaum. The following Trustees voted NAY: None. Absent: Trustee Szramiak.

RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS FY 2012/2013

Director Jarzemsky discussed the levy and the differences between the levy, the proposed appropriation, and the budget. The appropriation figures represent what the library is legally authorized to spend and are more than the budget dollars. The levy is the amount of money that the Library is requesting that the taxpayer contribute to fund the operations of the library. Discussion took place concerning the percentage amount to levy. Based upon the percent of the levy, there would be an increase or decrease in the amount an individual taxpayer would be asked to pay based upon the assessed value of their property. The Board agreed that the levy tax rate be set a 2.5% for 2012 with the revenues to be collected next year in June and September.

Trustee Rothbaum presented Resolution No. 2012/2013-1 entitled Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year Beginning May 1, 2012, and Ending April 30, 2013.

Trustee Gaertner moved and Trustee Strutzel seconded the motion that said resolution as presented and discussed that evening 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 Gaertner, Strutzel, Clark, McGrath, Mallozzi and Rothbaum. The following Trustees voted NAY: None. Absent: Trustee Szramiak.

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.

VI. NEW BUSINESS:

MARKETING CAMPAIGN UPDATE

Director Jarzemsky discussed the success of the marketing campaign, "On the Road: Library Services on the Go." The campaign focused on mobile applications available to patrons. He was pleased to report that the new services showed an increase in patron visits. Following each marketing campaign, an evaluation is done to determine what occurred upon the completion of the campaign.

INVESTMENT OF PUBLIC FUNDS REPORT

Director Jarzemsky stated that the Board is being provided information regarding the reporting of the investments that the library makes. The library prepares an investment report which includes information of the investment portfolio's effectiveness in meeting the Library's needs for legality, safety, liquidity, rate of return and diversification. There are no risky investments. He reviewed the quarterly written report with the Board. The report contains a listing of all investments by class or type, by value, income earned and market value and a comparable report issued by Illinois Funds and IMET.

FROIO LETTER

Director Jarzemsky stated that the annual report for the fiscal year 2011/2012 Froio Fund has been sent to Mr. Froio and was included in the packet for review by the Board. The principle balance always remains the same. It was noted that resources interested in multi-cultural language materials will be made aware of the collection and an article is planned for the Village's Almanac on Mr. Froio's generosity and the collection.

VII. EXECUTIVE SESSION:

At 9:00 p.m. Trustee Rothbaum moved, and Trustee Gaertner 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, Gaertner, Clark, Mallozzi, McGrath, and Strutzel. NAYS: None. ABSENT: Trustee Szramiak.

The Closed Session was concluded at 9:10 p.m. at which time the regular meeting of the Board reconvened.

STAFF SALARIES

Trustee Rothbaum moved and Trustee Mallozzi seconded a motion to approve the Fiscal Year 2012/13 staff salaries as presented in the Executive Session. The motion carried by roll call vote: Trustees Rothbaum, Mallozzi, Gaertner, Strutzel, Clark, and McGrath. NAYS: None. ABSENT: Trustee Szramiak.

VIII. PUBLIC DISCUSSION:

IX. ANNOUNCEMENTS:

X. ADJOURNMENT:

Trustee Rothbaum moved and Trustee Strutzel seconded the motion to adjourn the May 9, 2012 Library Board meeting at 9:12 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones