

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

ATTACHMENT A
10/17/2012

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, David Strutzel and Linda Szramiak. Absent: None. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

II. APPROVAL OF MINUTES

The minutes of the August Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Strutzel seconded the **motion**, that the minutes of the August 8, 2012 Regular Library Board meeting be approved as presented. The motion carried by voice vote with Trustees Mallozzi and Rothbaum abstaining.

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 September 2012 in the amount of \$67,325.95 and the transfer of approximately \$240,326.00 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 report and discussed the success of the Summer Reading Program and the Ice Cream Social, which was attended by 950 residents. The last Sunshine Serenades Concert featuring Johnny Russler and the Beach Bum Band had a great turnout. In order to maximize the use of the tent used for the Ice Cream Social, the Library, in coordination with the Park District, held the Fairfield Fest, a teen music showcase. Pictures of the performers are available on the library's Flickr page. An eReader dropin clinic was held on Monday, August 13 in order to answer patron questions and talk about the library's downloadable book service My Media Mall. Staff will continue to monitor the need for information on this service. In response to a question, patrons can receive help from staff regularly, but the clinics are designed for those in need of additional support. Director Jarzemsky reviewed the statistics on Shoutbomb and other transactions that took place during the month. The Library hosted the Chess Club Tournament and Bloomington again took first place. The circus sponsored by the Rotary Club was a great success and both shows sold out. Discussion took place on the staff in-service day. A survey of employees was taken for their input on the day, which will be available to the Board at the next meeting.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of August. The circulation report shows a decrease in circulation of seven percent (7%) compared to August, 2011. Information on the statistics concerning the new Brainfuse program is shown as a part of the statistical information. The month of September is Library Card Sign-Up Month. It is hoped that an increase in card holders will take place with this program. The McDonald's at Lake Street is offering a free ice cream cone or package of apples to anyone who shows them their Bloomingdale Library card. In response to a question, the increase in the library holdings of eBooks is in response to the popularity of this particular media. The library has purchased additional eBooks that are available to Bloomingdale patrons only. They can be found under the Overdrive Advantage Collection. In response to another question of when books are ordered based on the number of holds placed for the book, Director Jarzemsky will ask for a report from Ms. Keating, Adult Services Department Head.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Fire Alarm/Renovations Update – The installation of the fire alarm replacement will start the first week of October and should be completed by the end of the year. The work will take place on the fire alarm panel and the replacement of the smoke and heat detectors. The library will work with the Fire Department on the upgrades. The renovations to the reference area/quiet study area and the downstairs youth services area will take place the last week of October or the first week in November. The downstairs renovation will call for the closing of the area for two or three days. When the exact dates are known, patrons will be informed of the closing in advance through the use of posters in the library. The Halloween Party is scheduled the week before Halloween so that should not present problems with the timing of the renovation.

LIAISON REPORTS

LINC – Trustee Szramiak reported on the September 5, 2012 LINC meeting held in Batavia. The LINC's Annual Financial Report is available for review by the Board. The audit received an unqualified opinion. A new evaluation tool used to evaluate the LINC Director is being investigated by a subcommittee of LINC. She provided information on a number of recent articles written concerning LINC. Director Jarzemsky reported on the current delivery method for inter-library loans and what is being proposed by RAILS for the northern half of the State. This is in response to efforts to combine services to save dollars. The system may be contracted out to a commercial service.

VILLAGE - Village Trustee Jim King reported on events in the Village. He stated that the circus, which benefited the Rotary Club, was very successful with both shows sold out. Kelly Circus might ask for additional days next year. He reported that proposals have not been received by the Village Board on the Indian Lakes open space. The Board has been in discussions concerning a rehabilitation proposal for Springbrook Shopping Center in order to keep Caputo's in the Village. Caputo's does not own the property. He reported on the changes occurring at Stratford Crossings Shopping Center with the addition of Buffalo Wild Wings and Party City. In response to questions, Pronto's may move into the old Connie's Building on Lake Street. They would be expanding their operations to that site. Charming Charlie and the Dress Barn will be moving into the Bloomingdale Court Shopping Center next to JoAnn Fabrics. Additional businesses moving into the community are Torrid, Kirkland's and El Burrito Loco. Good Shepherd Day Care will be opening in the former day care center on Glen Ellyn Road.

Addition to the Roll: Mayor Iden enters the meeting at 8:10 p.m.

Mayor Iden reported on NOW Foods acquiring the former United States Postal Facility building near Stratford Square. He discussed the NOW Foods expansion. In so far as the former Dominick's store at Stratford Crossings, staff has been negotiating towards obtaining a Mariano's Food Store. He discussed the progression of various developments and the negotiations. He believes that the economy is improving based upon the increase in interest from developers wishing to locate to the Village. He discussed the Toll Brothers development and their future plans. Mayor Iden talked about the Ryder Cup and his involvement in promoting the event with other local Mayors. The surrounding communities have joined together to promote the communities through a directory featuring restaurants and places of interest, which will be placed in various locations including local hotels. He explained how much the area will benefit from the event. Traffic issues were discussed as well as where parking for the event will be and the best way to get to the event. Director Jarzemsky stated that the Library will be holding a "Reader Cup" event at the library on Saturday, September 22, 2012. A mini-golf course will be set up in the lower level of the library. A discussion took place concerning the Ryder Cup program, "Ryder Cup: From Past to Present" by Peter Longo that evening.

Removal from the Roll: Mayor Iden and Trustee King leave the meeting at 8:35 p.m.

FRIENDS OF THE LIBRARY – Director Jarzemsky reported that the Friends Fall Book Sale is this weekend. Book donations are being accepted and volunteers are still needed as well.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be October 25, 2012 to be hosted by the Bloomingdale Fire Protection District.

V. UNFINISHED BUSINESS:

2012 PER CAPITA GRANT REQUIREMENT

As a part of the grant requirements for the 2012 Per Capita Grant, Director Jarzemsky reviewed the Illinois Library Association, "Serving Our Public," Chapter 9, Programming Standards with the Board. The Library applies for this grant each year. This year's grant requirement is a review and look at the aspects of good and positive library services. Director Jarzemsky reviewed the required programming standards checklist:

- The library provides programs free of charge.
- Programs are located in physically accessible locations.
- Patrons with disabilities are included and provisions made for their attendance of library programs.
- The library considers the needs of the community based on demographics, special populations and other social, cultural and recreational organizations input.
- The library presents educational, cultural and recreational programs that reflect community needs and interests.
- Programs address the diversity within the community.
- The library provides outreach programs.
- The library has programs that target children and their caregivers, young adults, adults and seniors.
- The library provides programs on library instruction for all ages which includes an online catalog and online database training.

Director Jarzemsky went over these library services and programs and provided examples of how these standards are being met by the library based on the above checklist. As discussed, the Library easily achieves the State requirements.

VI. NEW BUSINESS:

BOARD ELECTIONS IN 2013

The election for four (4) Library Trustee positions will be held on April 9, 2013. The four (4) positions open are for four (4) year terms. Packets of information were provided to the Board. The Library will again be serving as a polling place for two (2) precincts for the November 6, 2012 General Election.

VI. NEW BUSINESS: (Continued)

OPEN MEETINGS ACT AMENDMENT

Director Jarzemsky reviewed with the Board the amendment to the Open Meetings Act that will be effective January 1, 2013. The amendment requires that the agenda has to elaborate on what is being passed and provide a “general subject matter of any resolution or ordinance” that is subject to final action at the meeting. The agenda should list items to be discussed and be available for review the entire 48-hour period before the meeting. The agenda needs to be descriptive as specifically as possible of what is going to be discussed at the meeting.

FINE LIMITS ON SERVICES

Director Jarzemsky reviewed the library’s fine thresholds. Patrons can check out materials with fines up to \$5.00 and \$7.00 in SIRSI. Patrons are blocked automatically with fines greater than or equal to \$7.00. He discussed the differences between blocked and barred patrons and what services are available to these patrons. Discussion took place concerning the use of a collection agency. The Library does not block a children’s library card if a parent’s card is blocked. Discussion took place concerning how fine letters are sent and the charges for lost items.

VII. PUBLIC DISCUSSION:

VIII. ANNOUNCEMENTS:

The October meeting will take place on the third Wednesday of the month, October 17, 2012.

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Clark seconded the motion to adjourn the September 12, 2012 Library Board meeting at 9:03 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones