

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
OCTOBER 9, 2013**

I. CALL TO ORDER

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

Director Jarzemsky requested an addition to the agenda. He would like to add under New Business: Business Office Changes. The Board agreed to his request.

II. APPROVAL OF MINUTES

The minutes of the September Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Clark seconded the **motion**, that the minutes of the September 11, 2013 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 Gaertner seconded the **motion**, that the Board approve the payment of bills for the month of October, 2013 in the amount of \$91,723.29 and the transfer of approximately \$248,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Mallozzi, D'Amico, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

IV. REPORTS:

LIBRARIAN'S REPORT

Director Jarzemsky reported on the staff in-service development day. Fifty (50) staff and some Board members attended the September 27 daylong event. Employees were recognized for milestone employment anniversaries at the start of the day. A presentation on the new Concealed Carry law was given. Bloomington Chief of Police Frank Giammarese and Deputy Chief Tim Roberts gave a presentation on safety and procedure when confronted with an armed violent situation. Staff was given an opportunity to ask questions after viewing two (2) videos depicting armed assaults. Staff will work with the Police Department in updating the employee emergency manual to include the best practices in dealing with these types of circumstances. Director Jarzemsky described some of the ways that staff can be prepared for these situations and the best practices will be available to staff on the Library's intranet. He went on to highlight some of the other informational presentation that took place that day which included a presentation by NAMI on recognizing signs of mental illness and how to effectively handle mentally ill patrons. A fun library trivia game and group discussion of the book, "The Night Circus," completed the day's event. Staff was very appreciative of the opportunity to be able to have this type of developmental day.

Director Jarzemsky went on to talk about two other events that took place at the Library during the month of September – “Point, Click, and Earn: Moonlighting on the Internet” and “Raise Your FICO Score 100 Points!” Both programs were well received by patrons who attended them. A review took place of the statistics contained in his report. The adult and children programs for the month were discussed and the activities of the school liaison were noted in the report.

MONTHLY STATISTICS

The Library statistics show a circulation that was down 5.5% compared to last year likely due to the closing of the library for the in-service day. An addition to the summary statistics is the inclusion of the number of new library cards issued and library card renewals for the month.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – Investment of Public Funds Report - As required by State Statute, a monthly (Treasurer’s Report) and a quarterly investment report are to be provided to the Library Board. The quarterly report shows exactly where all the funds of the Library are invested. The report was reviewed by the Board. Director Jarzemsky noted that the report is provided every quarter and there have been no changes from the previous quarterly reports.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – Director Jarzemsky stated that the November LINC meeting will be the last meeting of the Governing Board of library member trustees of LINC. The nine (9) LINC library directors will take over the duties as discussed at the last Library Board meeting with the adoption of the changes to the LINC By-Laws.

VILLAGE – Village Trustee Jim King provided updates on local business happenings and various changes occurring within the Village. He again extended an invitation to the Library Board to attend the Indian Lakes Open Space meeting to be held on Thursday, October 17, 2013 at 7:00 p.m. at the Bloomingdale Golf Club. The Village is interested in obtaining public input on the proposed project and participation by residents in an Ad Hoc Committee. He informed the Board about the on-line residential survey that is taking place during the month of October. King also discussed the free Grow Your Business seminars being offered by the Business Promotion Committee on October 23 at the Bloomingdale Golf Club. Lastly, King discussed the removal of the right turn restriction at the intersection of northbound Bloomingdale Road and eastbound Schick Road. The Village is working towards an upgrade of the Village website and he described what the future website will

contain. King offered to respond to any questions that the Library Board members may have. Director Jarzemsky stated that the library is offering assistance on the completion of the on-line survey to Village residences that do not own or are not familiar with computers in the Library's computer lab.

Removal from the Roll: Village Trustee King leaves the meeting at 7:58 p.m.

FRIENDS OF THE LIBRARY – The next meeting of the Friends of the Library will be October 23, 2013 at 7:00 p.m. The Friends will have eight (8) volunteers helping with the Halloween Party. Buffalo Wild Wings will be participating in a fund raiser for the Library and coupons will be handed out at the Halloween Party.

BIG - The next BIG meeting is scheduled for Thursday, October 24, 2013 at noon to be hosted by Glenbard High School District 87 at Glenbard North High School. Director Jarzemsky and Trustee Mallozzi plan to attend.

V. UNFINISHED BUSINESS:

ILLINOIS LIBRARY ASSOCIATION CONFERENCE – OCTOBER 15-17

Director Jarzemsky stated that the Illinois Library Association Conference will take place next week at Navy Pier in Chicago. Staff members will be attending. The conference will allow staff the opportunity to meet with various vendors and learn about new technology. Trustees Clark and Rothbaum plan to attend the ILA Trustee Day. Director Jarzemsky stated that money was included in the budget for the Conference. Trustee Rothbaum asked if the Director wished them to look at anything in particular at the event. Director Jarzemsky suggested that they walk through the exhibits and look at the new technology being offered.

VI. NEW BUSINESS:

INVESTMENT OF PUBLIC FUNDS REPORT FOR JULY - SEPTEMBER

Discussion of the Investment of Public Funds Report for July – September took place under Standing Committee Reports – Finance.

FAX 24 – SELF SERVE FAX KIOSK

Director Jarzemsky provided information on the Fax 24 – Self Serve Fax Kiosk. He stated that he talked with other area libraries currently using the kiosk in order to evaluate its use at the library. He explained some of the features of the system. There would be no cost to the library. Patrons would be charged a similar amount to what the Library currently charges for the faxing service. He invited the Board to attend a demonstration of the equipment in November at the Itasca library which is currently using the system. Trustee Rothbaum plans to attend. It was noted that the system does not allow for patrons to receive faxes.

RECIPROCAL BORROWING REPORT

Director Jarzemsky reviewed the reciprocal borrowing report. The chart illustrates the reciprocal borrowing activities of patrons from area libraries from July, 2012 to June, 2013. Bloomingdale library patrons checked out 5,778 items from other libraries while patrons from other libraries checked out 43,996 items from Bloomingdale. As the chart illustrates, the library is meeting the needs of the residents and is valued by residents of other library districts as well. In order to receive Per Capita Grant funds, the library must provide reciprocal borrowing.

VI. NEW BUSINESS: (Continued)

BUSINESS OFFICE CHANGES

Director Jarzemsky distributed to the Board a list of changes that took place in the Business Office effective October 1, 2013. He has not received any feedback from patrons due to the changes. A sign will be placed in the office area stating the hours of operation. An item of note is that the computer classes will no longer require a deposit. Circulation staff will be trained and assist with the handling of the phones and faxing after the close of office hours. The new marketing employee will be introduced at the next meeting.

VII. CORRESPONDENCE

Director Jarzemsky distributed to the Board articles written by Ms. Keating concerning the upcoming Library programs that were published in the Daily Herald newspaper.

VIII. PUBLIC DISCUSSION:

It was noted that no public was present.

Trustee D'Amico asked that water along with the traditional apple cider be provided to patrons during the Library's Halloween Party. He also mentioned that Mayor Coladipietro gave an informed speech on the State of the Village to the Bloomingdale Lions Club recently.

IX. ANNOUNCEMENTS:

The Library Halloween Party will take place on Saturday, October 26, 2013 from Noon to 3:00 p.m. The Bloomingdale Park District, Fire Protection District and Police Department will all be helping to make the party fun-filled. The Park District will be providing a petting zoo. Director Jarzemsky provided further information on the plans for the day.

X. ADJOURNMENT:

Trustee Gaertner moved and Trustee D'Amico seconded the motion to adjourn the October 9, 2013 Library Board meeting at 8:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones