

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 13, 2013**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:33 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, Youth Services Department Head Lisa Palmer and Village Trustee Jim King.

Director Jarzemsky requested a change to the agenda. He asked to have the Youth Services Report under New Business be presented following the approval of the Treasurer's Report. The Board agreed to his request.

II. APPROVAL OF MINUTES

The minutes of the October Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Mallozzi seconded the **motion**, that the minutes of the October 9, 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 D'Amico seconded the **motion**, that the Board approve the payment of bills for the month of November 2013 in the amount of \$92,590.76 and the transfer of approximately \$245,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, D'Amico, Rothbaum, Mallozzi, Gaertner, and Clark. NAYS: None. ABSENT: Trustee Szramiak.

VI. NEW BUSINESS:

YOUTH SERVICES REPORT

Director Jarzemsky introduced Lisa Palmer, Head of the Youth Services Department. Ms. Palmer discussed the recent changes that had been made to the Youth Services area and explained how the layout has worked out very well. She discussed the many programs that the Department offers to patrons every month. She provided information on a new program, "Play to Learn." The DuPage Children's Museum received a grant that is allowing the museum to bring their portable exhibits and hands-on projects to libraries. A listing of the portable exhibits was included in the Board's meeting packet. The program will focus on play and learning. The program is geared toward children, age's three to six, and their caregivers. The sessions will teach parents how to make math, art and science concepts interesting to their children. She stated that there will be multiple sessions at various times offered from January to April with each session focusing on different concept areas. The sessions will allow for sixty to seventy individuals to attend. Registration for the program is required. The program's information will be available on the Library's website. The program will also be advertised in the Village Almanac and the DuPage Children's Museum will be advertising the program as well. Palmer went on to discuss various other hands-on projects and programs designed to help both children and caregivers. She provided an example of the new story packs that will be provided to young patrons based upon a specific theme. She provided further information on the color coding by language being instituted in the Froio collection. She discussed the STEM

programs being established through the use of Legos and iPad technology.

Removal from the Roll: Ms. Palmer leaves the meeting at 7:50 p.m.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Halloween Party. The party was well attended by over 1,000 patrons. This year, the Library partnered with the Park District. They offered activities that included sand art crafting, a pumpkin decorating contest and a petting zoo. The Library is looking forward to working with the Park District in the future. The event again included the participation and coordination with the Police Department and Fire Department. The On the Same Page book, *The Night Circus*, programs and events drew considerable patron participation. The ILA Conference was held in Chicago on October 15-17th. A number of staff attended and their reports on the conference experience were included in his report. Jarzemsky reported that Terry Yu resigned as a part-time shelver. Courtney Cosgriff was hired as the PR/Marketing Coordinator. Courtney's first day was October 21st. Jarzemsky reported that she has already begun adding items to the electronic signage and prepared the articles for the Almanac. The Board reviewed the various items contained in his report. Director Jarzemsky discussed the information concerning the On the Same Page wrap up information and the outreach program.

MONTHLY STATISTICS

The Monthly Statistics were reviewed. Circulation was down by 9.5% compared to last year. Director Jarzemsky will be monitoring the changes in circulation.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky reported that new chairs were in place in the Conference Room and the Adult Computer Lab. The lab chairs were purchased and designed for long-term use. Mr. Cusack continues to swap out overhead light bulbs with LED lights. All the can lights have been replaced. The fire alarm has been inspected and certified. Director Jarzemsky stated that Mr. Cusack is doing a great job.

IV. REPORTS (Continued)

LIAISON REPORTS

LINC – Director Jarzemsky stated that the November LINC meeting will be the last meeting of the two Board structure. The new Board will be made up of the nine (9) LINC library directors. Director Jarzemsky has been named the LINC Treasurer. The LINC budget will still be coming to the Library for approval as in past practice.

VILLAGE – Village Trustee Jim King provided updates on local business happenings and various changes occurring within the Village. He stated that Marklund Children's Home is proposing to expand and add a school for autistic children. A public hearing before the Plan Commission on their expansion plans is scheduled for November 19. Round One, a bowling, ping pong, billiards establishment, is interested in opening in Stratford Square Mall. They will be appearing before the Plan Commission on December 3 with their plans. The results of the Residential Survey will be presented in the upcoming issue of the Village Almanac. Changes to the Village website are anticipated to occur by next summer. The Village is working with the Park District on the Festival of Lights program in Old Town Bloomingdale. Trustee King agreed that the Halloween event was a great program for the residents and the Village was proud to work with the Library on the project. King discussed various other businesses that opened recently in the Village.

Removal from the Roll: Village Trustee King leaves the meeting at 8:15 p.m.

FRIENDS OF THE LIBRARY – Director Jarzemsky thanked the Friends for their purchase of the Christmas trees for Snowman Crossing. The Friends will be decorating their tree on Saturday, November 30. They will also be assisting with the Holiday Open House. The next meeting of the Friends will be January 15, 2014.

BIG - The October BIG meeting was hosted by Glenbard High School District 87. Director Jarzemsky reported on the discussions at the meeting.

V. UNFINISHED BUSINESS:

CONCEALED CARRY SIGNAGE

Director Jarzemsky discussed the Illinois concealed carry law and how it applies to the Library. Patrons are not allowed to carry a concealed weapon into the library. The State Police have made available the official sign to indicate a concealed carry ban. The correct signage has been placed on the doors to the Library. Staff has been made aware of how to handle a patron who enters the library with a concealed weapon.

VI. NEW BUSINESS:

YOUTH SERVICES REPORT

Based upon the consent by the Board to a change in the agenda, the Youth Services report was given following the approval of the Treasurer's Report.

HOLIDAY CLOSINGS 2014

Director Jarzemsky stated that included in the Board's packet is a calendar with the dates that the Library would be closed in 2014. He reviewed the calendar with the Board. Trustee Rothbaum moved, and Trustee Strutzel seconded the **motion**, that the Board approve the 2014 Library Closings dates as presented. The motion carried by voice vote.

SNOW & ICE CONTROL PROCEDURES

Director Jarzemsky stated that the Library is very grateful for the help that the Village provides in snow removal. The Village does a very good job in cleaning the parking lot and sidewalks and has been very responsive to any concerns about ice or snow problems. The snow and ice procedures are provided so that there is a clear communications structure.

ENTERPRISE OPAC

Director Jarzemsky stated that SirsiDynix Enterprise is a new online public access catalog (OPAC). The new catalog will allow patrons a number of search options and will highlight new additions of books, DVDs and kids materials. The new catalog will also feature book cover displays and the New York Times best-seller lists. Staff has been in training on the new system which will be available to patrons on Sunday, December 1, 2013.

AXIS 360 E- BOOK PRODUCT

Director Jarzemsky stated that the Secretary of State and Illinois State Library awarded an e-book grant to the Reaching Across Illinois Library System (RAILS) in the amount of \$985,219. The library has signed up to participate in the Axis 360 shared collection which will allow the library to expand existing e-book and audio book services. Through the grant program, Baker & Taylor are offering discounted pricing for libraries. Axis 360 is another digital media provider which will allow for downloading digital content through a free app called Blio. This new e-book collection is very extensive and includes a large number of materials for children. This new additional option should be available at the beginning of next year.

VII. PUBLIC DISCUSSION: No public was present.

VIII. ANNOUNCEMENTS:

The Holiday Open House will take place on Tuesday, December 3. Breakfast and Brunch with

Santa will be held on Saturday, December 14, 2013.

IX. ADJOURNMENT:

Trustee Rothbaum moved and Trustee D'Amico seconded the **motion** to adjourn the November 13, 2013 Library Board meeting at 8:38 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones