

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 11, 2013**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:31 p.m. Trustees present: Milton Clark, Sam D'Amico, LeRoy Gaertner and Bonni Rothbaum. Absent: Kelly Mallozzi and David Strutzel. Also Present: Director Tim Jarzemsky, Marketing/PR Coordinator, Courtney Cosgriff and Village Trustee Jim King.

Director Jarzemsky requested a change to the agenda. He asked to have the Introduction of the Marketing/PR Coordinator 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 November Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Clark seconded the **motion**, that the minutes of the November 13, 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 D'Amico moved and Trustee Clark seconded the **motion**, that the Board approve the payment of bills for the month of December, 2013 in the amount of \$43,271.72 and the transfer of approximately \$261,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees D'Amico, Clark, Rothbaum and Gaertner. NAYS: None. ABSENT: Trustees Mallozzi and Strutzel.

VI. NEW BUSINESS:

MARKETING/PR COORDINATOR INTRODUCTION

Director Jarzemsky introduced Courtney Cosgriff, the Library's new Marketing/PR Coordinator. Ms. Cosgriff began her employment with the Library on October 21, 2013. Ms. Cosgriff provided the Board with information on her background and discussed some of the projects she has worked on since accepting the position. Director Jarzemsky noted that she is proficient in a number of graphic and design programs. Trustee D'Amico stated that a member of the Bloomingdale Friends of the Library who is a graphic designer is willing to help Ms. Cosgriff and can provide her with additional software pictorial support. Ms. Cosgriff stated that she hopes to attend the next Friends meeting.

Removal from the Roll: Ms. Cosgriff leaves the meeting at 7:36 p.m.

IV. REPORTS

LIBRARIAN

Director Jarzemsky stated that November was National Novel Writing Month and he discussed the programs that were held at the library that celebrated this theme. He informed the Board that the goal is to have the library be the center for the community. During this month, the library helped those individuals who want to write and publish their written work with support by providing them space, programs and other essential equipment. He discussed the health related programs that took place during the month of November and the timeliness of the program concerning the Affordable Care Act.

In regards to staff updates, he informed the Board that Jean Hamilton retired after 37 years of service to the library. Her last day was Friday, November 29th. In response to Trustee Gaertner's question, Director Jarzemsky described the duties that Mrs. Hamilton performed during her employment with the library. He stated that Thomas Boyd was hired as a Circulation Clerk for Circulation/Tech Services. His first day was November 5, 2013. President Rothbaum congratulated Director Jarzemsky on his ten (10) year anniversary of employment with the library. Director Jarzemsky informed the Board that Department Head of Circulation and Technical Services, Kandice Krettler, has taken a position with the Villa Park Library. Her last day will be January 4, 2014 and a going away luncheon on Friday, December 27th is being planned. Additional details on the luncheon will be sent to Board members. In response to questions, he provided information on her decision to accept the position with Villa Park.

Director Jarzemsky reviewed the programs that took place in the Youth Services Department and discussed the first STEM program, the Robotic Workshop that took place in collaboration with DeVry University. These workshops are being planned to continue on an ongoing basis. Staff hopes to receive DeVry's guidance on how to do some programs themselves as well. Information on school activities and the school liaison report was included at the end of his report.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of November. The circulation report shows a decrease in circulation of 7.7% as compared to last year. Director Jarzemsky reviewed the statistical summaries by categories. It was noted that eBook circulation was considerable up from last year while DVD circulation was down by 1,000 even though there has not been any changes to the purchasing of materials. It was noted that movie streaming options have become more available and this method is being investigated by staff. Director Jarzemsky noted that changes to the shelving and coding of the DVD collection have taken place and now DVD's are shelved by genre, for example, TV series DVD's will be grouped together, etc. It was noted that patrons have different formats available to them for viewing materials. Ms. Consgriff will be working on graphics and posters to draw attention to the Library's DVDs. Department heads are working on different ways to raise circulation. In response to Trustee D'Amico, Director Jarzemsky will obtain information from other local libraries in regards to their circulation statistics in order to compare Bloomingdale's stats to others. The annual planning meeting normally takes a look at statistics from other libraries but the data is not current. Bloomingdale has compared very favorably to their peer libraries.

IV. REPORTS (Continued)

STANDING COMMITTEES

PERSONNEL - The position of Head of Circulation and Technical Services job will be posted.

POLICY – No report.

FINANCE – Director Jarzemsky explained that the Village incorporates the Library's levy into their Tax Levy ordinance and holds a Truth in Taxation Public Hearing on the matter which was recently completed in accordance with State Statute. The Library levy that the Village Board approved shows a flat tax rate increase to taxpayers versus what was discussed by the Library Board in May so the Library Board will need to approve a Revised Resolution Setting Forth the Financial Requirements of the Bloomingdale Public Library in January.

BUILDING AND GROUNDS – New Table/Chairs in YS/New Phone System – The new table and chairs have been installed in the children's area. Director Jarzemsky described their uses. In regards to the new phone system, it is working well. The system is software based and has the ability to be updated. The purchase was made under budget. In response to questions, Director Jarzemsky explained how staff is able to reach an outside line and how emergency 911 calls can be made. He stated that included in this year's budget was improvements to the lower level men's washroom. He will be providing samples of the different materials possible for the washroom and will be working with President Rothbaum on these selections. The ladies downstairs washroom remodel will be included in next year's budget.

LIAISON REPORTS

LINC – The next meeting of the Board of Directors is scheduled for December 13, 2013 at the Bloomingdale library. The LINC budget will be presented to the Board in January.

VILLAGE - Village Trustee King presented information on recent developments occurring within the community. A developer, Round One, is planning to locate at Stratford Square Mall. Trustee King described what they are planning and the proposed location within the Mall. Marklund Home is to appear before the Plan Commission at their next meeting concerning a building addition for a school for autistic children. Another developer is planning a gun range in the former location of the Abbott property on North Circle Avenue. He noted that as of January 1st, drivers will not be allowed to use hand held cell phones while driving. He announced that the third grade Bloomingdale Bears Pom Squad won their second consecutive year State Championship. Trustee King stated that he will not be in attendance at the January meeting.

FRIENDS OF THE LIBRARY – The next meeting of the Friends will be on January 15, 2014 at 7:00 p.m. Director Jarzemsky thanked the Friends for their donation for the purchase of the Christmas trees for Santa's Crossing. Seventeen (17) groups participated this year.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, January 23, 2014 to be hosted by the Library.

V. UNFINISHED BUSINESS:

VI. NEW BUSINESS:

VILLAGE CO-SPONSORED EVENTS 2014

Director Jarzemsky stated that the Library is again asking for the Village to co-sponsor annual special events (Ice Cream Social, Halloween Party and Holiday Open House) and the Gazebo Concerts. The letter to the Village contains information on the number of individuals who attended the events last year and a thank you for their past support. The Library is asking for \$5,500.00. It was noted that the Village has been given credit for the sponsorship of the events. The letter will be forwarded to the Village for inclusion in the Village's budget discussions.

Removal from the Roll: Village Trustee King leaves the meeting at 8:10 p.m.

ANNUAL PLANNING MEETING – NEED TO SELECT A DATE

Due to the absence of two Trustees, Director Jarzemsky suggested that a decision date be held. He can poll the Board members not present for a date for the meeting. The annual planning meeting usually takes place on a Saturday between 9:00 a.m. and 1:00 p.m. The dates available are Saturdays, January 18 and 25 and February 15 and 22. Trustee Rothbaum is available on any of those dates. Trustee D'Amico is available for the dates in February. The Board members present agreed to his plan to poll the Board.

BOARD VACANCY – TRUSTEE SZRAMIAK RESIGNATION

Director Jarzemsky stated Trustee Szramiak has resigned due to family responsibilities. He explained that the Library's attorney has provided advice to the Board concerning the Board vacancy following the resignation of Trustee Szramiak that was effective December 1, 2013. Since the resignation occurred with more than 28 months remaining in the term (her term expires in April, 2017) and more than 88 days before the next election (April, 2015) the Board may appoint a replacement Trustee to serve until the April, 2015 election. Then, a candidate would run for an unexpired term of two (2) years at that election. He explained the procedure that was used in the past and the necessary candidate requirements. A Library Trustee vacancy position will be posted on the Library's website along with information at the front counter and the Library office.

2014 IMRF RATES

Director Jarzemsky stated that the IMRF rate is calculated for every entity based on actuarial data for that entity. The Village and Library are considered to be one entity and he explained what goes into the determination of the rate. Based on the IMRF determination, the 2014 IMRF rate will be 13.36%, a slight reduction from the 2013 rate of 13.51%. The rate was previously estimated for budget purposes.

VI. NEW BUSINESS: (Continued)

MARKETING/PR COORDINATOR INTRODUCTION

Based on approval by the Board to a change in the agenda, the Marketing/PR Coordinator introduction took place following the approval of the Treasurer's Report.

PATRON INJURY IN PARKING LOT

Director Jarzemsky provided details on the accident where a patron slipped and fell in the parking lot at the Holiday Open House. He has had discussions with the patron. He noted that the parking lot has recently been upgraded and is in good condition.

PENSION LEGISLATION

Director Jarzemsky stated that the Governor signed the pension reform bill on December 5, 2013 but the bill will not affect current IMRF members. He discussed smaller provisions which would affect future but not current IMRF members.

VII. PUBLIC DISCUSSION: No public was present.

Trustee D'Amico questioned the library's policy concerning pornography and Director Jarzemsky explained the current policy. He talked about the policies of other libraries and the ability of patrons doing research to receive assistance from staff.

President Rothbaum received a letter concerning the resignation of Gloria Elder who worked with the homebound patrons delivering them books.

The Board celebrated Trustee Gaertner's 93rd birthday with a birthday cake and well wishes were extended to him.

VIII. ANNOUNCEMENTS:

The Library will be closed for the holidays on December 24, 25, and 31, 2013 and January 1, 2014.

IX. ADJOURNMENT:

Trustee D'Amico moved and Trustee Rothbaum seconded the **motion** to adjourn the December 11, 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