

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

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, Bonni Rothbaum, Linda Szramiak and David Strutzel. Absent: Kelly Mallozzi. Also Present: Director Tim Jarzemsky, Board of Trustee Candidate Sam D'Amico and Village Trustee Jim King.

II. APPROVAL OF MINUTES

The minutes of the January Board Meeting were reviewed. Corrections were noted to the Librarian Report and Monthly Statistics. Under the Librarian Report, the fourth sentence should read "He stated that Brian Ormond's last day **was** (not is)..." and the last sentence should be corrected to add the word at - "event **at** Panera Bread." Under Monthly Statistics, the second sentence should be corrected to read "...four percent (4%) **compared** (not over) last year." Trustee Szramiak moved, and Trustee Clark seconded the **motion**, that the minutes of the January 9, 2013 Regular Library Board meeting be approved as corrected. The motion carried by voice vote.

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 February, 2013 in the amount of \$72,077.99 and the transfer of approximately \$221,700.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Gaertner, Clark, and Rothbaum. NAYS: None. ABSENT: Trustee Mallozzi.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reviewed the Librarian's Report for January, 2013. He discussed the success of the "New Year, New You" series of programs that focused on learning new ways to obtain a healthier lifestyle. The Snowflake Serenades continue to be popular with forty-one (41) patrons attending the first concert held on January 16, 2013. The eReader and MyMediaMall training continues. He discussed the success of the eReader Drop In Clinic program. A discussion took place concerning the popularity of the Youth Service program, "Robins Dog Stars" and the outreach program held at Panera Bread. In response to a question, Director Jarzemsky stated that the new Computer Services Assistant Cheryl Lindahl did come from a library background.

MONTHLY STATISTICS

The Board reviewed the monthly statistics for January. Circulation figures show an increase of one percent (1%) from the previous year. A review took place concerning the number of ePay fines collected and the self check usage in both the adult service and youth services stations.

IV. REPORTS (Continued)

STANDING COMMITTEES

PERSONNEL - Merit/Raises for 2013/14 – Report of January 29, 2013 Personnel Committee Meeting - Director Jarzemsky stated that a discussion is planned under New Business.

POLICY – Revision to Circulation and Patron Use Policies – Director Jarzemsky stated that the Board should review the revisions to the policies and discussion and approval could occur at the next meeting. If necessary, the Policy Committee could be convened.

FINANCE – No report.

BUILDING AND GROUNDS - Director Jarzemsky provided an update on the changes to the fire alarm system. The fire alarm panel and wiring have been installed. He discussed the next steps involved in the completion of the system upgrade.

LIAISON REPORTS

LINC – No report.

VILLAGE - Trustee Jim King discussed the various new building and business openings happening within the Village. Charming Charlie, a women's accessory store, plans to open in late Spring at Bloomingdale Court. El Burrito Loco, 84 Stratford Drive, has received approval to sell beer and wine at their restaurant. He discussed the recent purchase of the Shell Station property at Circle and Lake. Good Shepherd Day Care at Glen Ellyn and Edgewater will be opening soon. Olive Garden Restaurant is proposing changes to their front entry and exterior of their building on Army Trail Road. He discussed the opening of various new restaurants around town. The remodeling of Wal-Mart is under way. Trustee King suggested that if the Board had any questions or concerns that they would like him to address at the next meeting, they can e-mail him.

Removal from the Roll: Trustee King leaves the meeting at 7:50 p.m.

FRIENDS OF THE LIBRARY – The Friends will be holding their Spring Book Sale on March 9 and 10, 2013. The Friends are planning a special fundraiser of best sellers to raise additional funds for the purchase of a SmartView Synergy Magnifying CCTV. The Friends have enlisted the help of a local Boy Scout troop in the hopes of obtaining additional donation of books by placing drop boxes in various locations in the Village. A Boy Scout troop has volunteered to pick up and deliver the books to the Library.

BIG - The Village of Bloomingdale hosted the BIG meeting on January 24, 2013 at the Bloomingdale Golf Club. Trustees Rothbaum and Szramiak along with Director Jarzemsky attended the meeting. A discussion of what was presented at that meeting was provided to the Board.

Addition to the Roll: Mayor Iden enters the meeting at 8:00 p.m.

IV. REPORTS (Continued)

VILLAGE - Director Jarzemsky stated that an addendum be added to the Village report upon the arrival of the Mayor. The Board agreed. Mayor Iden stated that he was willing to answer any questions that the Board may have. He discussed the preparations that were under way for the Village's budget process. He discussed the upcoming municipal election and his thirty-seven years of service to the Village. He provided information on the various changes that are occurring with businesses within the Village. He talked about the proposed plans for the Springbrook Shopping Center and the proposed expansion of Caputo's Food store.

Removal from the Roll: Mayor Iden leaves the meeting at 8:20 p.m.

V. UNFINISHED BUSINESS:

VI. NEW BUSINESS:

IMRF 1,000 HOUR STANDARD

Director Jarzemsky stated that the Village as well as the Library employees participates in the Illinois Municipal Retirement Fund (IMRF). The Village recently changed the hourly requirement for participation from 600 to 1,000 hours. Employees hired prior to the adoption of the change would remain eligible under the 600 hour requirement. New staff hired after January, 2013 would be required to work a 1,000 hour minimum to be eligible for an IMRF pension.

FOOD FOR FINES

Director Jarzemsky stated that the library would again like to hold the Food for Fines program. The event would take place in April. Director Jarzemsky stated that April is a low point for donations and Bloomingdale Food Pantry is in need of food during the early spring time. The Board was in agreement that this is a very worthwhile program. Trustee Rothbaum moved, and Trustee Strutzel seconded the **motion**, that the Board approves the "Food for Fines" program for April, 2013. The motion carried by roll call vote: AYES: Trustees Rothbaum, Strutzel, Szramiak, Clark, and Gaertner. NAYS: None. ABSENT: Trustee Mallozzi.

IMRF GENERAL MEMO

Director Jarzemsky stated that the Library and Village participate at the actual rate. The employee always contributes 4.5% by State Statute. The employer pays on an adjusted rate and the pension cost rate currently is 13+%. IMRF is calendar based. There are indications that there may be a slight reduction in the percentage rate. He noted that pension costs should not increase considerably.

VI. NEW BUSINESS: (Continued)

CIRCULATION POLICY REVISION

A draft of the proposed Circulation Policies was provided in the Board packet. The draft includes highlighting and comments on the proposed changes. Director Jarzemsky stated that the proposed policy is being distributed for review by the Board presently with a more formal review to take place next month.

PATRON USE OF THE LIBRARY POLICY

The draft of the proposed Patron Use of the Library policy was discussed. Director Jarzemsky stated that the proposed policy changes enable a patron to renew their library card more easily. The patron needs to verify that they are a Village resident but a current patron is allowed to renew their card with one form of identification. If the Board has any questions or concerns on the proposed policy, they should contact either Kandice Krettler or himself. A discussion took place concerning who may pick up a hold for a patron.

SALARY STUDY

Director Jarzemsky stated that an adjustment to the salary structure has not occurred since 2007. He is proposing that all salaries be compared to libraries with the same size population and budget as well as the external market. He proposed that the Management Association look at competitive structures within the minimum, midpoint and maximum assigned to each class of employees. He discussed the library's current starting salary and the need for a fair and equitable salary structure. There are funds in the budget for the cost of such a study as proposed by the Management Association. Trustee Rothbaum moved and Trustee Strutzel seconded the **motion**, to approve the services of the Management Association for a 2013 Salary Structure update per their Letter of Agreement dated January 31, 2013. The motion carried by roll call vote: AYES: Trustees Rothbaum, Strutzel, Szramiak, Gaertner, and Clark. NAYS: None. ABSENT: Trustee Mallozzi.

BOARD OFFICER ELECTIONS

Director Jarzemsky provided the Board with the Officer History of Current Trustees. An election for officers will need to take place at the May 8, 2013 meeting.

ANNUAL STATEMENT OF PROPERTY TAX PAYMENTS

Director Jarzemsky provided the Board with a letter from Gwen Henry, DuPage County Treasurer, concerning the annual statement of property tax payments. He noted that the payments have always come in on time and with the proper amounts. The County collected all of the money that was levied.

VI. NEW BUSINESS: (Continued)

KARA FOUNDATION FINAL LETTER

Director Jarzemsky stated that the Kara Foundation has again generously awarded the Library with a grant of \$1,000.00. The donation will be used for the purchase of two (2) iPads so staff can operate wirelessly throughout the library to assist patrons with questions. The Board appreciates the Kara Foundation's support and was very pleased to have been chosen again for this donation.

SET MAX RAISES FOR FY 2013/14 FY

Director Jarzemsky stated that he met with Trustees Rothbaum and Szramiak to discuss the proposed maximum raises for FY 2013/14. He distributed a packet of information on inflation rates and salary projections. The packet contained data on the Consumer Price Index (CPI), various articles, and projections on potential raises. He discussed the inflation scenario and the fluctuation that has occurred over the years of the CPI. He stated that the Board needs to decide on what the maximum raise is to be given to Library personnel for the upcoming fiscal year. He needs to plan for this adjustment in the budget. It was noted that not all of the library's personnel will receive the maximum percentage raise. Staff will be evaluated and based upon their evaluation, a determination of the percentage of the raise would be made. He explained the employee evaluation process. A discussion took place concerning the Management Association projected salary merit budget increases with a comparison of the maximum percentage raises using the library data and from other entities. He discussed what they project for 2013. A salary raise history was provided to the Board. Further discussion took place concerning the CPI and inflation. The projection on an increase to the budget was provided. Trustee Strutzel moved and Trustee Clark seconded the motion, to approve a maximum pay increase of 3% for fiscal year 2013/2014. The motion carried by roll call vote: AYES: Trustees Strutzel, Clark, Gaertner, Rothbaum and Szramiak. NAYS: None. ABSTAIN: None. ABSENT: Trustee Mallozzi.

VII. PUBLIC DISCUSSION:

Candidate D'Amico questioned if the Library has conducted a customer service survey. Director Jarzemsky responded that the Library has done a survey and results can be found on the Library's website.

VIII. ANNOUNCEMENTS:

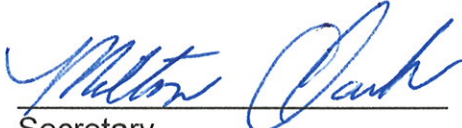
Friends of the Library 2013 Spring Book Sale: March 9-10


IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Rothbaum seconded the **motion** to adjourn the February 13, 2013 Library Board meeting at 9:02 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:


Secretary


President

Date: 3/13/2013

Minutes recorded by Irene M. Jones