

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MARCH 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, Kelly Mallozzi and David Strutzel.

Absent: Linda Szramiak. Also Present: Director Tim Jarzemsky, Library Board of Trustee Candidate Sam D'Amico and Village Trustee Jim King.

**II. APPROVAL OF MINUTES**

The minutes of the February Board Meeting were reviewed. A correction was noted on Page Five (5) under Kara Foundation Final Letter, sentence two (2) should read "... staff can **operate** wirelessly ...." Trustee Strutzel moved, and Trustee Clark seconded the **motion**, that the minutes of the February 15, 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 Gaertner seconded the **motion**, that the Board approves the payment of bills for the month of March, 2013 in the amount of \$71,088.70 and the transfer of approximately \$220,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Mallozzi, Clark and Rothbaum. NAYS: None. ABSENT: Trustee Szramiak.

**IV. REPORTS**

**LIBRARIAN**

Director Jarzemsky reviewed his Librarian Report. He reported on the Snowflake Serenades Concert, the Nuts and Bolts of Writing and Selling a Screenplay programs, and the Bloomy Awards Movie Marathon. Under staff updates, he reported that Karen Yerly has resigned as Circulation Clerk. Her last day will be March 9<sup>th</sup>. Jim Barnoski's retirement date is April 30, 2013 but he will stay through May to help with the transition. Circulation was down slightly over the previous year. He discussed how overdue notices are being emailed to patrons. The Board reviewed the various statistics and programs contained in his report. He reported on the Bloomingdale/Roselle Rotary Club very generous donation of \$200 to assist in the Christmas Gift Giving project that provided gifts for homebound and/or nursing home library patrons.

**Addition to the Roll:** Trustee Linda Szramiak enters the meeting at 7:40 p.m.

He discussed the Winter Reading Program and the different Youth Services programs. He noted that the Easy Readers (beginning readers) leveling project was completed and further information on the program will be discussed under New Business.

**MONTHLY STATISTICS**

The Board reviewed the statistics for the month of February. Circulation was down one percent (1%) over last year. Playaways and eBooks continue to increase in circulation over last year. He noted that the winter weather did impact the statistics. Cardholders are at a total of 17,080. The transactions using ePay were reviewed.

#### **IV. REPORTS (Continued)**

##### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – Circulation and Patron Use – These policies are to be discussed under Unfinished Business.

**FINANCE** – Salary Structure Project – Director Jarzemsky suggested that the Finance Committee meet to discuss the results of the salary survey conducted by the Management Association of Illinois. Further discussion on the project is to take place under Unfinished Business.

**BUILDING AND GROUNDS** - Summer Plants – This item is to be discussed under New Business.

##### **LIAISON REPORTS**

**LINC** – No report.

**VILLAGE** - Trustee King stated that if the Library Trustees have any questions they should feel free to contact him at any time. He reported on the various new businesses opening in the Village in the next couple of months and provided updates on future events happening in the Village including the upcoming April 9, 2013 municipal election and a proposed carnival taking place at Stratford Square Mall. He discussed various restaurant and store remodeling projects that are under way. He stated that the Wal-Mart expansion is scheduled to be completed by September 2013. Again, he asked that Library Trustees e-mail him with any questions and he will gladly answer their inquiries at the meeting.

Removal from the Roll: Trustee King leaves the meeting at 7:55 p.m.

**FRIENDS OF THE LIBRARY** – President of the Friends of the Library and Library Board Trustee Candidate Sam D'Amico talked about the very successful Spring Book Sale. The next meeting of the Friends of the Library is scheduled for the fourth (4<sup>th</sup>) Wednesday in April at 7:00 p.m.

**BIG** - Director Jarzemsky reported that the next BIG meeting is scheduled for Thursday, April 25, 2013 to be hosted by Lake Park High School District 108.

## V. UNFINISHED BUSINESS:

### APPROVAL OF NEW CIRCULATION POLICY

The Board reviewed the memorandum from Ms. Krettler dated February 28, 2013 and the revisions to the Circulation Policy. The revisions were made to improve the Circulation Policy and update the materials available for checkout. Trustee Szramiak moved, and Trustee Rothbaum seconded the **motion to approve** the Circulation Policy as presented. The motion carried by roll call vote: AYES: Trustees Szramiak, Rothbaum, Strutzel, Mallozzi, Gaertner and Clark. NAYS: None. ABSENT: None.

### APPROVAL OF NEW PATRON USE POLICY

The draft new Patron Use Policy was reviewed. Director Jarzemsky stated that parents or legal guardians are held responsible and assume the financial liability for materials checked out under their child's library card. Additional language was added to the Patron Use Policy so that parents or legal guardians can sign for a child's card and will be designated as the "care of" party in the minor's record. This will give them access to the records of their child under the age of 13 with acceptable identification. Additional language was also added as it related to minors between the ages of 13 to 18. Parents or legal guardians of minor children ages 13-18 are permitted to know only the number of items (not titles, authors or subjects) charged out on their child's library cards as long as they have signed for the child's card and are designated as the "care of" party in the minor's record. The other restrictions involving minors were discussed and reasons given for the change to the policy. Director Jarzemsky stated that parents or guardians can suspend the use of the child's library card. The policy was researched by Ms. Krettler and meets the Best Practice Standards by the Illinois Library Association. Trustee Clark noted that after the 18<sup>th</sup> birthday a patron can have their own library card. In addition, the revised policy also makes it easier to renew a library card. Trustee Strutzel moved, and Trustee Szramiak seconded the **motion to approve** the Patron Use Policy as presented. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Rothbaum, Mallozzi, Gaertner and Clark. NAYS: None. ABSENT: None.

### SALARY SURVEY 2013

Director Jarzemsky reported that the salary survey 2013 has been received from the Management Association of Illinois. He stated that every position was evaluated and given a code that was used to compare the position to other libraries. Compensation data was collected from the following surveys: 2011 Laconi Survey, 2012 Management Association Library Survey, and 2012 Management Association Salary Survey. The data was compared to similar size libraries and others close to Bloomingdale. The data was adjusted to reflect a 37.5 hour workweek and similar budgets and population size. Pay grade minimums and maximums were set at 20% above and 20% below the midpoints. Director Jarzemsky recommended that the Finance Committee, consisting of Trustees Mallozzi, Rothbaum and Szramiak, meet to discuss the results. If there are to be changes, the changes will need to be incorporated in the upcoming budget figures. The Board agreed that the Finance Committee should meet and soon. Trustee Szramiak noted that she might not be able to attend the meetings.

## **VI. NEW BUSINESS:**

### **TENTATIVE DRAFT BUDGET**

Director Jarzemsky stated that he was not prepared to provide a tentative draft budget at this time since he is waiting for staff evaluations and other budget related items. He provided and discussed with the Board the following budget related handouts: Fixed Costs -2012/13 to 2013/14 comparisons for payroll, HMO and IMRF benefits and percentage of increase; Tentative Budget Review over the Past Three (3) Years and percentage of change; the Levy for Fiscal Year 2012/2013; Home Rule Levies showing the Year Valuation, Percentage of Increase, General Levy, and Homeowner Sample Rate for years 1996 through 2012; and Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds Year Ended April 30, 2012. The fixed costs provide a picture of the current payroll and the expected percentage changes in the categories. Director Jarzemsky noted that the appropriation dollars are higher than the budgeted dollars in order to allow the library to spend the funds if necessary in the case of an emergency, but the library has never spent the appropriated dollars. The levy approved in May would be collected the following June. He discussed the estimated assessed value of property in the Village which has fallen but there are signs that home sales are in recovery. The Library's general fund balance is \$2,274,861. The library does have reserves. The draft budget will be provided to the Board in April with the final budget available for the May meeting.

### **DIRECTOR'S EVALUATION DOCUMENT**

A draft Director's evaluation document was distributed to the Board members. The document contained the Director's job description, core competency requirements and goals set by the Board. Director Jarzemsky explained the five step evaluation process. The Board can review the material and next month; during an Executive Session discuss his evaluation that will need to be completed as a part of the budget process. The Board can use a computer and the evaluation software for his evaluation. This will be made available to them at the next month's meeting. He asked that the Board review the packet of information and bring the material back to the next meeting.

### **EASY READING LEVELS**

Director Jarzemsky discussed the Easy Readers leveling project that was recently completed. The books are still arranged in the same manner, but are color-coded based on easy reader levels. A chart will be available to provide information on the four (4) level color coding. A discussion took place concerning the different code colors and their meanings. He stated that staff put together the levels to help parents and children find books appropriate for their reading levels. Trustee Mallozzi expressed the desire to see simpler signage for parents. Trustee Rothbaum suggested that the information be provided on a book mark.

Removal from the Roll: Library Board Candidate Sam D'Amico leaves the meeting at 8:50

p.m.

**VI. NEW BUSINESS: (Continued)**

**ELECTION POLLING PLACE, APRIL 9, 2013**

Director Jarzemsky stated that the Library will be an April 9, 2013 Consolidated General Election polling place for two precincts. The DuPage County Election Commission will drop off the necessary equipment. Judges arrive at 5:00 a.m. on Election Day. He stated that staff is aware of the election laws.

**LANDSCAPE PROPOSAL, SUMMER PLANTING**

Director Jarzemsky stated that he has been pleased with the work done by Pine Landscaping of Carol Stream, IL and has agreed to their proposal for the installation of summer annuals.

**VII. PUBLIC DISCUSSION:**

Director Jarzemsky sadly informed the Board that the Writer's Workshop Group of Bloomingdale has decided to disband as of March 1, 2013. The group thanked the library for their support.

**VIII. ANNOUNCEMENTS:**

Breakfast and Brunch with the Bunny is Saturday, March 30, 2013. Both events are sold out.

**X. ADJOURNMENT:**

Trustee Szramiak moved and Trustee Mallozzi seconded the motion to adjourn the March 13, 2013 Library Board meeting at 8:58 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

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Secretary

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President

Date: \_\_\_\_\_

Minutes recorded by Irene M. Jones