

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
AUGUST 14, 2013**

ATTACHMENT A
9/11/2013

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, Linda Szramiak and David Strutzel. Absent: None. Also Present: Director Tim Jarzemsky, Village Trustee Jim King and Library Head of Maintenance, Kelly Cusack.

Director Jarzemsky requested that the L.E.D. Lighting Project under New Business be presented following the review of the Treasurer's Report. The Board agreed to this change to the agenda.

II. APPROVAL OF MINUTES

The minutes of the July Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Rothbaum seconded the **motion**, that the minutes of the July 10, 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 Szramiak seconded the **motion**, that the Board approve the payment of bills for the month of August, 2013 in the amount of \$89,652.37 and the transfer of approximately \$242,652.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Szramiak, Mallozzi, D'Amico, Gaertner, Clark and Rothbaum. NAYS: None. ABSENT: None.

VI. NEW BUSINESS:

L.E.D. LIGHTING PROJECT

Director Jarzemsky introduced Mr. Kelly Cusack, the new Head of Maintenance. At the request of Director Jarzemsky, Mr. Cusack provided information on his background and qualification for the position. Mr. Cusack then discussed the proposed L.E.D. lighting plans which would be a part of an EPA Energy Star Project initiative. He explained which lights along with their locations would be replaced with L.E.D. lights and the reasons for the replacements. He described the cost benefits of the replacements and the amount of energy reduction that would take place. These bulbs could last from twenty to thirty years. The cost for the project would be paid for through the Building Fund. The costs for the light fixtures would be recouped in part through a governmental rebate. Director Jarzemsky explained that Preferred Electric of Roselle, IL would be doing the installation of the pendant fixtures. Mr. Cusack will work with the contractor so that the work will take place prior to the opening of the library. Based upon the discussion, Trustee Szramiak moved and Trustee Mallozzi seconded the **motion** to approve the L.E.D. Lighting Project as presented. The motion carried by roll call vote: AYES: Trustees Szramiak, Mallozzi, Strutzel, Rothbaum, Gaertner, Clark and D'Amico. NAYS: None. ABSENT: None.

Removal from the Roll: Mr. Cusack leaves the meeting at 7:42 p.m.

IV. REPORTS

LIBRARIAN'S REPORT

Director Jarzemsky reported on the highlights of events taking place at the Library during the month of July. He stated that the Library completed the Summer Reading program on July 28, 2013. He provided the Board with the statistics as contained in his report on the number of participants. He discussed the various programs which took place during the month. He reported that Ms. Shauna Porteus has resigned and taken a Department Head position at the Winnetka Public Library. Her last day will be August 29, 2013. Further discussion on her resignation will take place under New Business. He reported that Terry Yu was hired as a shelver for the Circ/Tech Department. Terry's first day was July 6th. Director Jarzemsky reviewed the statistics from the various departments and discussed the new Makerspaces program. He described the steps that the Library is taking towards the Makerspaces Programming, the tools that will be used and the possible partnership with DeVry University.

MONTHLY STATISTICS

The Library statistics show a circulation that is down less than 1% compared to last July, 2012. A discussion took place concerning the various statistics contained in the summary.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Concrete Walk/Window Replacement/New Chairs - Director Jarzemsky reported on the proposed concrete walk replacement and the location of the window well that will also be replaced. He asked if Trustee Rothbaum would be willing to work with him to find replacement chairs for the Conference and Computer Rooms. The current chairs date back to 1996. Trustee Rothbaum agreed to work with Director Jarzemsky. Suggestions were offered on what should be done with the current chairs.

LIAISON REPORTS

LINC – Proposal for Change in Governance and Bylaws - Director Jarzemsky reported on the process for a change to the LINC bylaws. He gave a history on the governance of the Consortium and what is proposed to be changed. Formal action by the Library on the proposed changes will occur after approval by LINC's Board.

VILLAGE – Village Trustee Jim King stated that he would respond to any questions that the Library Board may have and provided information on the various changes occurring within the Village.

Removal from the Roll: Village Trustee King leaves the meeting at 8:06 p.m.

IV. REPORTS (Continued)

LIAISON REPORTS

FRIENDS OF THE LIBRARY – Trustee D’Amico discussed the Ice Cream Social event and the need for volunteers for the upcoming Friends September book sale.

BIG - Director Jarzemsky reported on the BIG meeting held at the Park District on July 25, 2013. He provided information concerning the reports given by the members at the meeting.

V. UNFINISHED BUSINESS:

PER CAPITA GRANT REQUIREMENTS – MARKETING STANDARDS REVIEW

Director Jarzemsky stated that as a part of the per capita grant requirements, the State provides that the Library Trustees participate in a review of State Standards for libraries. The Board reviewed Chapter 10 – Marketing, Promotion and Collaboration from the “Serving Our Public 2.0: Standards for Illinois Public Libraries.” Director Jarzemsky noted that the Library has a marketing plan and reviewed the Chapter 10, Marketing Checklist, with the Board. The review results were that the library can respond positively to all the questions.

SALARY SCALE PROJECT - TBD

Director Jarzemsky distributed a salary structure analysis completed by the Management Association of Illinois. He is recommending that the Board review the findings and look at potentially increasing all salaries in all categories. A discussion took place on how to adjust salaries to be comparable to other libraries in the area. The final proposal will be provided to the Board at the October meeting. Money has been placed in the budget. The maximum and minimum salary scale has not been changed for at least three (3) years.

PATRON INCIDENT – ARTICLE AND RESPONSE

Director Jarzemsky stated that included in the Board packet was the Daily Herald article and his e-mail concerning the Bloomingdale resident in custody for possession of child pornography and the library’s response to the original incident which took place at the Library in June. The patron was banned from the library for one year. He detailed how the incident was handled with the Police Department. He explained that the library does have two (2) levels of filtering which includes the blocking of pornographic images on lab computers as outlined in the Library’s policy.

VI. NEW BUSINESS:

L.E.D. LIGHTING PROJECT

Discussion on the proposed project took place following the approval of the Treasurer's Report.

DIGITAL SIGNAGE PROJECT – PROPOSED TIMETABLE

The Board approved the purchase of the digital sign system in April. The system has been installed in three areas within the library with each area having its own focus. Director Jarzemsky explained where the systems are located and what is planned to be put on display.

VI. NEW BUSINESS: (Continued)

BUSINESS OFFICE VACANCY

Director Jarzemsky stated that Ms. Porteus has resigned. She has taken the position as Head of Adult Services at the Winnetka Public Library. This would be a growth opportunity for her. He stated that at looking at the day to day operations of the business office and her role, he is considering making some changes. He stated that he would like to create a full-time marketing, public relations position. This employee's focus would be on promoting the library. He is asking that the charge to patrons for computer classes, which is later refunded upon attendance, be eliminated, thus freeing up some office personnel duties. He is suggesting that the business office be open from 9:00 a.m. to 5:00 p.m. Monday through Friday with possible hours on Saturday. Business office personnel would be trained to handle human resource duties. A discussion took place on how best to handle requests made by patrons for the faxing of documents. The Board agreed that faxing of document requests should be handled by Library personnel. The Board asked that a survey take place concerning the number of faxes that are requested during evening hours. In addition, Director Jarzemsky is suggesting that the office manager position become full time to be handled along with two (2) part-time office staff personnel. Director Jarzemsky stated that Ms. Porteus' going away party would be held on Thursday, August 29, 2013 at 1:00 p.m.

RAILS NEWS ARTICLE

Director Jarzemsky stated that the Reaching Across Illinois Library System (RAILS) recently published an article on the Library's Overdrive Touch Screen Station and the Library's efforts to draw attention to the Library's Overdrive eBook and eAudiobook downloadable collections. No other Illinois library has established this type of service for their patrons.

VII. PUBLIC DISCUSSION:

Trustee D'Amico stated that the Friends of the Library Book sale will be taking place on Saturday, September 14 and Sunday, September 15. He informed the Board that the Library would be accepting donated books the week prior to the start of the sale. He also asked for help with the sale.

VIII. ANNOUNCEMENTS:

IX. ADJOURNMENT:

Trustee Szramiak moved and Trustee Rothbaum seconded the motion to adjourn the August 14, 2013 Library Board meeting at 8:52 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones