

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 12, 2014**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:33 p.m.

II. ROLL CALL

Trustees present: Sam D'Amico, LeRoy Gaertner, Benjamin Hoyle, Kelly Mallozzi, Bonni Rothbaum and David Strutzel. Absent: Trustee Milton Clark. Also Present: Director Tim Jarzemsky, Village Trustee Jim King and Ms. Tiffany Nash of Product Architecture + Design.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Director Jarzemsky asked that the Approval of Circulation/Reference/Teen Renovation Project under New Business be moved to heard following the approval of the Treasurer's Report. He also noted that the Insurance Coverage Review under New Business is a discussion item not an action item as shown on the agenda. Trustee Mallozzi moved, and Trustee D'Amico seconded the **motion**, that the agenda be approved as amended. The motion carried by voice vote.

V. 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 8, 2014 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Strutzel moved, and Trustee Gaertner seconded the **motion**, that the Board approve the payment of bills for the month of November, 2014 in the amount of \$107,717.10 and the transfer of approximately \$261,700.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Hoyle, D'Amico, Rothbaum and Mallozzi. NAYS: None. ABSENT: Trustee Clark.

IX. NEW BUSINESS

APPROVAL OF CIRCULATION/REFERENCE/TEEN RENOVATION PLAN

Director Jarzemsky introduced Ms. Tiffany Nash of the firm, Product Architecture + Design. He asked that she describe the work that she has done on the proposed renovation plan. The plan proposed was developed through a team approach and the participants and roles were given. Contained in the Board packet as Attachment I was a floor plan and furniture cost estimates. Ms. Nash, using a computer generated program, described the proposed changes to the circulation, reference and teen areas of the Library. She discussed the difference in shelving for the new material area. A discussion took place concerning a plan for a possible hold area to be located next to the new location for the self-checks. She described the proposed changes to the teen area and provided the Board with samples of two different color choices for the area walls, carpet and furniture. A discussion took place concerning the possibility of offering the patrons the ability to use fax machines to be located within the copy center. A description was given of the proposed sorter station. Director Jarzemsky stated that the plan is close to the budgeted amount. The Board voted on the color samples for the teen area with the blue carpet and materials being chosen. A discussion took place concerning the cost estimates and the need to bid out the furniture component with an estimated cost of \$103,261. Director Jarzemsky explained what will take place as a part of the bidding process. The other work components can be quoted by vendors familiar to the library. The furniture proposed is commercial grade offering longer durability and was tested by the team participants for comfort and style. Based upon the presentation and the discussion, Trustee Rothbaum moved and Trustee Strutzel seconded the **motion** that the circulation/reference/teen renovation plan be approved as presented. The motion carried by roll call vote: AYES: Trustees Rothbaum, Strutzel, Gaertner, Hoyle, D'Amico and Mallozzi. NAYS: None. ABSENT: Trustee Clark.

A discussion took place concerning the possibility of moving the self check closer to the door. The main reason for the proposed location was that it was desired that staff be the first primary source of interaction with patrons. It was noted that one self-check machine will be available downstairs. A discussion took place concerning the time frame for the construction. The plan calls for the work to be completed by April, 2015. A discussion took place concerning the possible plan for RFID and consideration of including the technology in next year's budget. There may be a need for a temporary circulation desk during the construction but there are no plans for the library to close. A discussion took place concerning the outer staircase by the front entrance and the possibility of that staircase being reopened. Currently, this staircase is used as an emergency exit only. It was noted that additional discussion on possible changes could occur at the upcoming planning meeting in January. The Board thanked Ms. Nash for a good job.

Removal from the Roll: Ms. Nash leaves the meeting at 8:15 p.m.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Halloween Party which was a great success. The weather was wonderful and the party was attended by 1,159 people. The library's tent included face painting, Halloween games, a photo booth, candy and other prizes. The library also supplied donuts and apple cider. The Library partnered again with the Park District which offered activities that included a craft, sand art and a pumpkin decorating contest. The event included the participation and coordination with the Police Department and Fire Department again. The Community Read ended in October. The 2014 adult book, *The Light Between Oceans*, and the children's book, *Gifts from the Sea*, programs and events drew a total of 643 participants. The ILA Conference was held in Springfield on October 14-16th. A number of staff attended and their reports on the conference experience were included in his report. Director Jarzemsky made a presentation at the conference on the Freedom of Information Act. He reminded the Board that they can attend the Conference on Trustee Day. Next year's conference will be held in Peoria. He discussed some of the other events and programs that took place in the month of October at the library and reviewed the various statistics that were a part of his report. He discussed some of the programs that will continue again next year including the "On the Same Page" program. It was sadly noted that Ms. Kristi Kaluski has resigned in order to relocate with her family to Michigan.

MONTHLY STATISTICS

Director Jarzemsky stated that circulation was down in comparison to last year. The new materials being offered are high-lighted in the statistical summary report. The total number of cardholders is 16,649. It was noted that the report provides information on the self-check usage.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – Begin Review of Computer-Internet Use Policy – Director Jarzemsky stated that the next policies to be reviewed by the Policy Committee are Computer-Internet Use Policies. He will contact the Committee members to schedule a meeting to review these policies.

VILLAGE – Village Trustee King stated that he will not be running for re-election in April. He reported that Village Planner, Jan Herson, has resigned. He noted that a Tax Increment Financing (TIF) District will be forming for the Stratford Crossing Shopping Center in order to help renovate the area. A TIF is also proposed for East Lake Street and provided the geographical area that the TIF will encompass. A public hearing is proposed to take place on the matter in January. In response to a question, he informed the Board on the locations currently that offer video gaming. He noted that on a property located in the Village with a 2013 value of \$229,000, the property tax bill on that home would average between \$6,000 and \$7,200 depending upon the school district.

He pointed out that of this amount the Village will receive 3% of the total bill and library would also receive 3%. Round One has opened in Stratford Square. Starbucks on Army Trail plans to open in the Spring of 2015 and the Goodwill store plans to open by Christmas. Texas Roadhouse to be located on Gary Avenue plans to begin construction in the Spring. He described what the plans were for the Springfield Subdivision. Chick-fil-A has been approved and will be tearing down the former Applebees Restaurant to build their building which will include a drive-through. He went on to discuss the various buildings in the Village that are being remodeled. The O'Hare referendum questions proposed to voters passed. Angel Tree tags will be available at the Village Hall for anyone interested in participating and the Village is again collecting food and donations for their annual Thanksgiving Food Drive. The Board thanked Trustee King for his attendance and his report.

Removal from the Roll: Village Trustee Jim King leaves the meeting at 8:30 p.m.

FINANCE – No report.

BUILDING AND GROUNDS – New Self-Check Demonstration – The Board moved into the library to the location of the new self-check machines. At this time, Director Jarzemsky invited Head of Circulation/Technical Services, Christine Sporleder, to provide the Board with a demonstration of how the self-check machines operate and their abilities. The Board asked various questions on the operation of the machines. It is hoped that they will be operational by the time of the Open House in December.

LIAISON REPORTS

LINC – Director Jarzemsky stated that the LINC Board will be meeting next week.

FRIENDS OF THE LIBRARY – The next Friends meeting will be on January 21, 2014. The Friends have a fund total of \$12,000 in their treasury. Trustee D'Amico stated that the Friends could help with a donation towards the renovation project.

BIG – Director Jarzemsky reported on the BIG meeting held on October 23, 2014 at School District 13. Director Jarzemsky and Trustees Hoyle and Rothbaum attended the meeting. There were a number of reports given by those in attendance and he provided the Board with a summary of these reports.

VIII. UNFINISHED BUSINESS

APPROVAL OF CIRCULATION AND PATRON USE POLICY

Director Jarzemsky stated that one change was made to the circulation and patron use policy that had previously been reviewed by the Board at the last couple of meetings. He explained that the change deals with information concerning a minor child's library card. He read the proposed change and discussed the reasoning for this recommended change. The policies were reviewed by staff, the Policy Committee and the Board.

Based upon the discussions, Trustee Mallozzi moved, and Trustee Hoyle seconded the **motion**, that the Board approve the Circulation and Patron Use Policy as amended. The motion carried by roll call vote: AYES: Trustees Mallozzi, Hoyle, Strutzel, Gaertner, D'Amico and Rothbaum. NAYS: None. ABSENT: Trustee Clark.

X. NEW BUSINESS

HOLIDAY CLOSINGS 2015

Director Jarzemsky stated that included in the Board's packet is a calendar with the dates that the Library would be closed in 2015. He reviewed the calendar with the Board. Trustee Gaertner moved, and Trustee Strutzel seconded the **motion**, that the Board approve the 2015 Library Closings dates as presented. The motion carried by voice vote.

INSURANCE COVERAGE REVIEW

Director Jarzemsky reviewed the package insurance policy coverage's of the Library as contained in Attachment G. A facility study was conducted and the commercial building valuation report was included in the report provided to the Board in said attachment. The replacement cost of the library would be \$172.47 per square foot.

2014/2015 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.

APPROVAL OF CIRCULATION/REFERENCE/TEEN RENOVATION PLAN

The agenda item was moved for approval following the Treasurer's Report.

IMET CONVENIENCE FUND UPDATE

Director Jarzemsky explained the actions that have taken place in regards to the fraudulent share of one investment vehicle that took place within the IMET Convenience Fund. It was recommended that no future money be invested in the fund. He noted that not all of the library's funds have been placed in one fund.

X. ANNOUNCEMENTS

The Holiday Open House is to take place on Tuesday, December 2. Director Jarzemsky explained what activities will be taking place at the event. Tickets are on sale for the Breakfast and Brunch with Santa that will be held on Saturday, December 13, 2014.

Trustee Strutzel provided the Board with an article on the Bartlett library and their appointment of a Teen Trustee. The Board agreed to discuss the idea of having a Teen Trustee at the upcoming annual planning meeting. A date for the planning meeting will be decided upon at the December Library Board meeting. Trustee Strutzel informed the Board that he would not be in attendance at the December meeting.

XI. ADJOURNMENT:

Trustee Hoyle moved, and Trustee Rothbaum seconded the **motion**, to adjourn the November 12, 2014 Library Board meeting at 9:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones