

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

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

Director Jarzemsky requested a change to the agenda. He asked that the Village Liaison Report be given following the Monthly Statistics and the Interview of Applicants for Trustee Vacancy under New Business follow Trustee King's Village report. The Board approved the change to the agenda as requested.

**II. APPROVAL OF MINUTES**

The minutes of the January Board Meeting were reviewed. Trustee Mallozzi moved, and Trustee Rothbaum seconded the **motion**, that the minutes of the January 8, 2014 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 Clark seconded the **motion**, that the Board approve the payment of bills for the month of February, 2014 in the amount of \$52,939.15 and the transfer of approximately \$205,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Clark, Gaertner, Mallozzi, and Rothbaum. NAYS: None. ABSENT: Trustee D'Amico.

**IV. REPORTS**

**LIBRARIAN**

Director Jarzemsky reviewed his Librarian report. He announced that Ms. Christine Sporleder accepted the position of Head of Circulation/Technical Services. She will start her new position on March 3<sup>rd</sup>. Circulation was down 1% compared to last year. The library did close early due to the weather. This may have played a role in the decrease. Staff continue to look at the numbers. Director Jarzemsky discussed the other programs that were held during the month including the Youth Services program Lego Family Madness.

**MONTHLY STATISTICS**

The Board reviewed the statistics for the month of January. The circulation report shows a decrease in circulation of 1% as compared to last year. Director Jarzemsky reviewed the statistical summaries by categories and noted new categories would be added as new products are added. Staff will continue to watch and review the statistics.

## LIAISON REPORTS

**VILLAGE** - Village Trustee King presented information on recent developments occurring within the community. He stated that J.C. Penny will be closing their store at Stratford Square. He noted that this store was not in the top ten in sales tax dollars. The Village Board approved an employee leasing agreement with GovTempUSA to provide an economic development coordinator to work on the development of East Lake Street. He discussed the Board's decision to allow video gaming. A discussion on "Heroin in Our Community" will be held at Lake Park West High School on February 25. The developer for a gun range is scheduled to appear before the Plan Commission on Wednesday, January 19, 2014 at 7:00 p.m. at the Bloomingdale Golf Club.

Removal from the Roll: Village Trustee King leaves the meeting at 7:45 p.m.

### **VI. NEW BUSINESS:**

#### INTERVIEW OF APPLICANTS FOR TRUSTEE VACANCY

An interview session was conducted. The Board received four applications for the vacancy created by the resignation of Linda Szramiak. Four (4) interested candidates were interviewed that evening: Alexandria Contes, Walter Cropper, Ben Hoyle and Monika McGuire. Each candidate was given an opportunity to introduce themselves and ask questions of the Board. The Board was also given the opportunity to ask the candidates questions. A decision on the appointment would be made that evening during Closed Session.

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

#### STANDING COMMITTEES

**PERSONNEL** - Report of February 7<sup>th</sup> Personnel Committee Meeting – This item was tabled to be discussed under New Business – Set Max Raise for 2014/15 FY.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Men's Washroom - Director Jarzemsky stated that work is to begin on the lower level men's washroom renovation next week. He explained what is planned to be done to improve the area. The downstairs women's washroom will be renovated in May. He explained the problems that were occurring with the front door ADA door closure system and the plans to correct the problem.

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

##### **LIAISON REPORTS**

**LINC** – No report.

**FRIENDS OF THE LIBRARY** – The Friends Spring Book Sale is to be held on March 8 and 9, 2014.

**BIG** - Director Jarzemsky reported on the Bloomingdale Intergovernmental Group meeting held on Thursday, January 23, 2014 that was hosted by the Library.

#### **V. UNFINISHED BUSINESS:**

##### **KARA FOUNDATION DONATION**

Director Jarzemsky stated that the Kara Foundation has again generously awarded the Library with a grant of \$1,000.00. A letter of thanks was sent previously and a copy of the letter in the meeting packet gives a detailed accounting of how the grant money was spent as per the guidelines of the grant. The Board appreciates the Kara Foundation's support and was very pleased to have been chosen again for this donation.

##### **INTERIOR L.E.D. LIGHTING GRANT REFUND**

Director Jarzemsky was pleased to report that the Library received a check in the amount of \$2,029.51 as a part of the State's public section energy efficiency program rebate. This rebate covered more than half of the costs to do the changeover to L.E.D. lighting. Mr. Cusack has completed that changeover of the interior lights and the exit signs. The State Grant was funded by ComEd.

#### **VI. NEW BUSINESS:**

##### **INTERVIEW OF APPLICANTS FOR TRUSTEE VACANCY**

The interview session took place following the Village report earlier in the meeting.

##### **PARKING LOT LED RETROFIT PROJECT**

Director Jarzemsky stated that the Library is working with the Village to help reduce the operating costs of lighting the main and staff parking lots with the installation of L.E.D. light fixtures. The Library will be splitting the costs to add additional lighting to the Gazebo parking lot area. The library costs should be recouped in the savings after approximately four or five years. The electrical project will be a part of next year's budget.

## **VI. NEW BUSINESS:**

### **EASTER PROGRAM**

The Library will join with the Park District in a joint program with the Bloomingdale Lions Club and other community groups to host the Bunny Bash to take place on Saturday, April 12, 2014. The Breakfast and Brunch with the Bunny will not take place this year. The Park District had worked with the Library on hosting the Halloween Party last year.

### **YS STEAM PROGRAMS**

Director Jarzemsky stated that information is included in the packet concerning the STEAM (Science, Technology, Engineering, Art and Math) programs to be held in the Youth Services Department. He stated that Heidi Knuth and Lisa Palmer have been working with the DuPage Children's Museum to develop programming to include STEAM concepts.

### **ANNUAL STATEMENT OF PROPERTY TAX PAYMENTS**

Director Jarzemsky provided the Board with the letter from Gwen Henry, DuPage County Treasurer, which shows the annual statement of 2012 Real Estate Tax collected for and distributed to the Library. The County collected all of the money that was levied. The payment to the library was made on time.

### **FIRE ALARM MONITORING**

Director Jarzemsky explained the need for the change to the Library's fire alarm monitoring system. Due to a Federal Court opinion, the Bloomingdale Fire Protection District sold their entire wireless radio network alarm monitoring system to Tyco Integrated Security. The library is required to have a fire alarm panel and will be changing to a new monitoring company.

### **SET MAX RAISE FOR 2014/15 FY**

Director Jarzemsky stated that he met with Trustees Rothbaum and D'Amico to discuss the proposed maximum raises for FY2014/15. 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. The various raise scenarios and raise history information was distributed. 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 the maximum raise that is to be given to Library personnel next fiscal year. He needs to plan for this adjustment in the budget. The Management Association of Illinois provided the library with a report showing the 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 2014. He provided cost projections as it impacts the library budget. Discussion took place concerning the history of maximum raises over the past few years. It was noted that not all of the library's personnel will receive the maximum percentage raise.

Director Jarzemsky uses the number as a help with the budget projections. Following the discussion, Trustee Gaertner moved and Trustee Mallozzi seconded the **motion** to approve a maximum raise of up to 3% for fiscal year 2014/2015. The motion carried by roll call vote: AYES: Trustees Gaertner, Mallozzi, Rothbaum, Clark, and Strutzel. NAYS: None. ABSTAIN: None. ABSENT: Trustee D'Amico.

**VII. PUBLIC DISCUSSION:** No public was present.

President Rothbaum stated that prior to the start of the meeting, Lisa Palmer, the head of Youth Services, was awarded the CHARACTER COUNTS! Pillar Award for Caring by the Bloomingdale CHARACTER COUNTS! Coalition. She explained that last June, an 8 year old boy emerged from the library computer lab choking on a piece of candy. Lisa immediately administered the Heimlich maneuver on the young patron. Her swift action dislodged the breathing obstacle, and saved the young patron's life. Lisa's actions demonstrate the pillar of caring and the importance of first aid instruction and taking immediate action. She noted that Mayor Coladipietro was present at the award ceremony.

She informed the Board that a letter was received from the State concerning the awarding of the per capita grant to the library in the amount of \$27,000.

In remembrance of former Library Trustee Elaine Mitchell who passed away, a coffee table book on Italian gardens was purchased by the Library.

**VIII. ANNOUNCEMENTS:**

The Friends of the Library 2014 Spring Book sale will take place on March 8 and 9, 2014.

**IX. EXECUTIVE SESSION:**

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act.

At 9:25 p.m. Trustee Rothbaum moved, and Trustee Mallozzi seconded the **motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried by roll call vote. AYES: Trustees Rothbaum, Mallozzi, Strutzel, Gaertner and Clark. NAYS: None. ABSENT: Trustee D'Amico.

The Closed Session was concluded at 9:48 p.m. at which time the regular meeting of the

Board reconvened.

**IX. APPOINTMENT OF NEW LIBRARY BOARD TRUSTEE**

Trustee Mallozzi moved and Trustee Strutzel seconded the **motion** that Ben Hoyle be appointed to the Library Board as a Trustee to fill the current vacant Board position. The Board then debated and discussed the qualifications of Mr. Hoyle and the other applicants for the vacancy. The Board noted that all the applicants were excellent and that the decision is a difficult one. Finally after a detailed examination of the applicants, the motion carried by roll call vote. AYES: Trustees Mallozzi, Strutzel, and Rothbaum. NAYS: Trustees Clark and Gaertner. ABSTAIN: None. ABSENT: Trustee D'Amico.

**X. ADJOURNMENT:**

Trustee Gaertner moved and Trustee Rothbaum seconded the **motion** to adjourn the February 12, 2014 Library Board meeting at 9:55 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

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Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Irene M. Jones