

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

ATTACHMENT A
4/9/2014

SWEARING IN OF NEWLY APPOINTED TRUSTEE

Prior to the start of the meeting, Village President Franco Coladipietro administered the oath of office to the newly appointed Trustee Benjamin Hoyle. The Mayor and Board welcomed Trustee Hoyle.

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m. Trustees present: Milton Clark, Sam D'Amico, LeRoy Gaertner, Benjamin Hoyle, Bonni Rothbaum, and David Strutzel. Absent: Kelly Mallozzi. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

II. APPROVAL OF MINUTES

The minutes of the February Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Clark seconded the **motion**, that the minutes of the February 12, 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 Gaertner seconded the **motion**, that the Board approve the payment of bills for the month of March, 2014 in the amount of \$69,482.72 and the transfer of approximately \$200,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Hoyle, D'Amico, Clark, and Rothbaum. NAYS: None. ABSENT: Trustee Mallozzi.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reviewed his Librarian report. He reported that through the efforts of Julie Keating, the Adult Services Department is the recipient of the Back 2 Books Grant from the Illinois State Library. The \$2,500 grant will be used to purchase materials to augment the English language learning program to help enable new Americans to become citizens. On February 28, 2014, the Bloomingdale Library participated with the Bartlett Public Library as an exhibitor at the Five Star Business & Health Expo. Hoopla Digital went live on February 19, 2014. Director Jarzemsky provided the Board with information concerning the hiring of a new Office Assistant, Ms. Joey Barszcz. Circulation was down 1% compared to last year. Director Jarzemsky discussed the other programs that were held during the month including the "Bloomy Awards Movie Marathon" in which 51 patrons attended. Youth Services Department continues to offer "Play to Learn – Partnership with DuPage Children's Museum." The series focuses on literacy and math skills.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of February. The circulation report shows a decrease in circulation of 1% as compared to last year. Director Jarzemsky pointed out the different categories that have been added to the report. He discussed the categories concerning eVideos and eMusic that will be offered through Hoopla Digital.

IV. REPORTS (Continued)

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Summer Plants, Parking Lot, First Floor – These items will be discussed under New Business.

LIAISON REPORTS

LINC – LINC will be holding a meeting this Friday. Plans are to be formulated to develop a Strategic Plan for LINC as well as to codify LINC's Fund Balance Policy.

VILLAGE - Village Trustee King presented information on recent developments occurring within the community. He stated that Chick-Fil-A is planning to open a restaurant at the former Applebees location. He discussed their proposed expansion plans. Round One, an entertainment venue that includes bowling, billiards, etc., will be opening at Stratford Square. Hobby Lobby will be opening in a few months in the former Sports Authority location on Gary Avenue. He discussed various changes that are occurring in the Covington Corporate Center. A new restaurant will be opening at the former location of Tenka in Stratford Square called Woodside Casual Pizza. He discussed the plans being formulated for the Lake Street corridor. He discussed other plans by various developers. He noted that Caputo's has signed a lease and will remain at Springbrook Shopping Center. Trustee King mentioned that the Bloomingdale Golf Course will again be offering their Friday Fish Fry dinners. Mayor Coladipietro will be giving a State of the Village speech at the upcoming Bloomingdale Chamber luncheon. Trustee King responded to questions concerning the Abbott property and Marklund Home. He responded to questions on rumors about the Old Dominick's location in Glendale Heights, the possibility of the Village annexing Keeneyville and the status of Hilton Indian Lakes.

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

FRIENDS OF THE LIBRARY – Trustee D'Amico discussed the success of the Friends Spring Book Sale and how everything went very smoothly. The next meeting of the Friends will be April 16, 2014.

BIG - Director Jarzemsky reported that the next meeting of the Bloomingdale Intergovernmental Group is scheduled for Thursday, April 24, 2014 to be hosted by Marquardt School District.

V. UNFINISHED BUSINESS:

HOOPLA

Director Jarzemsky stated a detailed marketing plan to promote Hoopla Digital is scheduled for April. Discussion took place concerning the number of items that can be checked out using the Hoopla system and the costs to the Library. He stated that \$1,000 a month has been budgeted for the program.

VI. NEW BUSINESS:

FIRST FLOOR RENOVATION PROPOSAL

Director Jarzemsky stated that a proposal for professional architectural services from Tiffany Nash of Product Architecture + Design is included in the Board packet. The library has worked with this vendor on a number of previous projects. He discussed the reasons for the need to do a redesign of the circulation desk area. Discussion took place concerning the fees for the service. There are monies available in the Building Fund for the project. The Board was in agreement that the designer proceeds with the proposed project. Discussion took place concerning the library roof.

PARKING LOT REPAIRS

Director Jarzemsky discussed the proposed work that is to take place with the inlets that currently divert storm water in the parking lot. He explained the reasons for the need to make the repairs and what the plans were to accomplish the work.

TENTATIVE DRAFT BUDGET

Director Jarzemsky provided and discussed with the Board the following budget related handouts: a FY 14/15 Draft Budget Comparison between FY 12/13 and FY 13/14 in the categories of operational budget, levy and appropriations; Fixed Costs - 2013/14 to 2014/15 comparisons for payroll, HMO and IMRF benefits and percentage of increase; the Levy for Fiscal Year 2013/2014; and Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds Year Ended April 30, 2013 and the projected budget. He explained that the levy dollars are what will be collected from taxpayers. The Library has been spending down its reserves and not increasing the levy. The appropriations amount is what can legally be spent. Director Jarzemsky noted that the increase in the tentative budget is primarily due to the rise in personnel costs. He discussed the projected budget. He stated that most budgeted items will remain flat or have a slight increase and some categories have had budget cuts. The Department Heads continue to work on their respective budgets. He noted that the Building Fund is not funded by the levy but through the Library's reserves. He discussed the fixed costs as they relate to personnel. He discussed the need to increase the levy in order to meet the operating expenses. The Library's current total governmental fund balance is \$2,780,842 which will again be reduced this year. He explained the reasons for the

Library to maintain a sufficient reserve.

VI. NEW BUSINESS: (Continued)

DIRECTORS 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 which needs to be completed as a part of the budget process. He asked that the Board review the packet of information and bring the material back to the next meeting.

FOOD FOR FINES

Director Jarzemsky stated that the Library will again be holding the Food for Fines event during the month of April. The Library will remove one fine for every non-perishable food item or personal health and hygiene item donated. The offer does not apply to lost or damaged items. The Bloomingdale Township pantry is very grateful for the program and the items collected through it.

ELECTION POLLING PLACE

Director Jarzemsky stated that the Library will be a polling place for two precincts for the upcoming March 18, 2014 General Primary Election. 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 as it relates to signage.

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. They will plant the flowers in May and June. The proposal is under the bidding limit.

LSTA GRANT

As discussed in his Librarian report, the Library has been awarded a grant in support of the library's project entitled "Succeeding in America." He thanked Julie Keating for her work in obtaining the grant. This is the first time that the Library has received such a grant.

VII. PUBLIC DISCUSSION: No public was present. It was noted that a nice article in "Between the Shelves" appeared concerning Youth Services Department Head Lisa Palmer on her recent honor of a Pillar Award for Caring by the Bloomingdale CHARACTER COUNTS Coalition at the last Library Board meeting.

VIII. ANNOUNCEMENTS:

IX. ADJOURNMENT:

Trustee Rothbaum moved and Trustee D'Amico seconded the **motion** to adjourn the March 12, 2014 Library Board meeting at 8:38 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones