

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
APRIL 9, 2014**

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, Benjamin Hoyle, LeRoy Gaertner, 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 March Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Hoyle seconded the **motion**, that the minutes of the March 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 April, 2014 in the amount of \$79,688.42 and the transfer of approximately \$233,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Clark, Hoyle, D'Amico and Rothbaum. NAYS: None. ABSENT: Trustee Mallozzi.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported on the visit by bestselling author, Elizabeth Berg. Ms. Berg discussed her newest book, autographed her books and responded to questions from the 77 patrons that attended the event. Her visit was made possible by the generous donation of the former Bloomingdale Writers Group. The Daily Herald did a nice article on the event in their March 18th issue. He noted that the West Suburban Living Magazine listed the library in their March/April issue as a favorite library in the area in their annual Best of the West Suburbs article. The Movie Night showing of the film Gravity had twenty-three (23) patrons in attendance. A DVD on Eric Carle, author of many children books, was shown to the morning and afternoon classes from DuJardin School along with events based upon his stories. Director Jarzemsky reported that Nancy Kendzior was hired as the new Reference Librarian in Adult Services. The report contains the range of programs and classes offered in March by the departments.

IV. REPORTS (Continued)

MONTHLY STATISTICS

The Board reviewed the statistics for the month of March. The circulation report shows that total circulation is down slightly over last year. The summary contains information on the new materials that are being offered through Hoopla and the continued interest in eBooks and eAudiobooks.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – Report of March 14th Meeting - Director Jarzemsky stated that the Board of Directors of LINC met and approved the Investment and Fund Balance Report. They plan to hire a consultant to work with them on a Five-Year Plan.

VILLAGE - Village Trustee King reported on the various new businesses opening and the building and remodeling projects taking place within the Village. The Village's Spring Branch pickup starts on Monday, April 21, 2014. He stated that video gaming was approved and discussed who could participate. Restaurants must meet the criteria by the State and Village. He discussed the changes occurring in the Village including the plans for the Jasper's Meat expansion, Costco additional gasoline lane addition; and the Goodwill Thrift Store plans. Discussion on the gun range was continued to a meeting by the Plan Commission on Tuesday, April 15 at the Bloomingdale Golf Club. A rental development for senior housing behind the Marriot Resident Inn is under discussion. The Plan Commission will be holding a hearing on a possible group home at 116 Greenway Drive. The Shree Radhe Shyam Temple at 245 S. Bloomingdale Road plans a parking lot expansion. The Village has received a request for approval for a carnival to be held at Stratford Crossings in May. The Taj Mah Restaurant plans to move to the site of the former Himalayan Restaurant.

Removal from the Roll: Village Trustee King leaves the meeting at 8:00 p.m.

FRIENDS OF THE LIBRARY – The next meeting of the Friends of the Library will be Wednesday, April 16, 2014. Trustee D'Amico reported that the Spring Book Sale was a great success. The Friends profit from the sale was \$1,900. The Friends membership is at thirty-

two. He mentioned that the Friends also helped with the Elizabeth Berg visit.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, April 24, 2014 at Noon to be hosted by Marquart School District 15. Trustees D'Amico and Hoyle along with Director Jarzemsky plan on attending.

V. UNFINISHED BUSINESS:

FISCAL YEAR 2014/2015 BUDGET REVIEW

Director Jarzemsky stated that he is presenting a proposed draft budget tonight with approval scheduled for May. The Library's budget for 2013/14 is \$2,951,781.51. He is working with the Departments to determine the expenditures for 2014/15. He began the discussion on the expenses that are involved with personnel. He discussed the costs for health insurance and the proposed rate increases associated with this expense. The proposed budget highlights those items that are expected to increase. He talked about the reasons for the increases and decreases of certain line items. He explained the increase in staff/Trustee training and education as it relates to planned conferences in the area. He explained the increase in professional services as it relates to the audit. The OCLC (computer cataloging system) budget is to increase slightly. Adult programing expenditures are increasing in order to increase patron visits and to match programs with materials. Periodical material costs are increasing. In the office equipment line item, the costs are increased for the replacement of certain copiers and printers that are used extensively. The Non-Book Materials-Adult eBooks is increasing to help expand the library's current collection through My Media Mall and the new eRead books sponsored by RAILS. He explained the reasons for increases in the purchases for learning games and books for children. The proposed budget for 2014/15 is \$2,967,095.53.

He reviewed with the Board the estimated assessed value (EAV) statistics for 2013 and 2014 as presented in the home rule levies handouts. The levy funds the library through the amount of money levied and collected through property taxes. The estimated assessed value of property continues to decline. He explained that the 2013 EAV for Bloomingdale is \$752,685,827. The approved levy amount is \$2,696,617.48 at a tax rate of .3583. He explained that the tax rate has increased but the value of property has decreased. The library has not increased the levy for the past two (2) years. He explained the cost to a sample house for library services. He stated that the library has been spending down its current surplus/reserves and the need to have a certain amount of surplus dollars. He went on to discuss the estimated expenses and the amount of reserves. He is proposing that the levy be increased by 2.5% in order to keep up with operating expenses. He explained that the increase needs to be examined as a part of a long range plan. The budget, levy and appropriations work together. Trustee Strutzel asked that the surplus amounts for the past five to ten years be provided to the Board. Discussion took place concerning the amount of deficit spending occurring and what certain percentage changes to the levy would produce. Trustee D'Amico asked what the levy rates were for the Fire and Park District. Director Jarzemsky responded that they are under the State's tax cap.

VI. UNFINISHED BUSINESS: (Continued)

STAFF IN-SERVICE DAY – AUGUST 15, 2014

Director Jarzemsky discussed the plans for the staff in-service day. He stated that the library is proposing a staff in-service day on August 15, 2014. The plans call for joining with the Bartlett, Carol Stream and Poplar Creek libraries to hold a joint in-service program in Bartlett with a speaker in the morning. In the afternoon, in-house staff programs would take place. Director Jarzemsky stated that the Board is welcome to attend the program. Trustee Rothbaum moved and Trustee Clark seconded the **motion**, to approve the closing of the Library on Friday, August 15, 2014 for the Library Staff In-Service Day. The motion carried by roll call vote: AYES: Trustees Rothbaum, Clark, Hoyle, D'Amico, Gaertner, and Strutzel. NAYS: None. ABSENT: Trustee Mallozzi.

VII. NEW BUSINESS:

EQUALIZED ASSESSMENT VALUE & TAX RATE

Director Jarzemsky stated that this item was discussed as a part of the budget review.

NON-RESIDENT CARD PROGRAM

Director Jarzemsky stated that the Library does not sell many non-resident library cards. A library card can be purchased for one year and the cards will go on sale May 1st. The homeowner non-resident library card fee is based on the Library's tax rate of .3583 multiplied by the assessed valuation of the property divided by \$100.00. A non-resident homeowner would be required to provide proof of the assessed valuation of their home by showing staff a copy of their most recent tax bill. A different method of calculating the fee for renters was also presented. The library's participation in the program will be reported to RAILS (Reaching Across Illinois Library System). The non-resident card can be used for one year by all members of a family. Trustee D'Amico moved and Trustee Hoyle seconded the **motion**, that the Board approve the 2014/2015 non-resident public library card fee program as presented. The motion carried by roll call vote. AYES: Trustees D'Amico, Hoyle, Rothbaum, Clark, Strutzel and Gaertner. NAYS: None. ABSENT: Trustee Mallozzi.

VII. NEW BUSINESS: (Continued)

RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FISCAL YEAR 2014/15

President Rothbaum presented Resolution No. 2013/2014-3 entitled "Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, Du Page County, Illinois."

Trustee D'Amico moved and Trustee Gaertner seconded the motion that said resolution as presented be adopted.

After a full discussion thereof, President Rothbaum directed that the roll be called for a vote upon the **motion** to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: Trustees D'Amico, Gaertner, Clark, Rothbaum, Strutzel and Hoyle. The following Trustees voted NAY: None. Absent: Trustee Mallozzi.

Whereupon President Rothbaum declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, Du Page County, Illinois, which was done.

INVESTMENT OF PUBLIC FUNDS REPORT FOR JANUARY – MARCH

As mandated by State law, a discussion took place concerning the Library's investments as detailed in the written quarterly report. The report lists all investments, the location of the invested money and the market value.

TRANSFER TO BUILDING FUND

Director Jarzemsky asked for approval to transfer some of the General Fund reserves to the Building Fund. Currently, the unspent dollars left in the budget are \$482,482.18. He is estimating that \$250,000 in costs will be spent in April so the fiscal year will close with a surplus. He is suggesting a transfer of \$150,000.00 to the Building Fund. Trustee Gaertner moved and Trustee Strutzel seconded the **motion**, to approve the fund transfer of \$150,000.00 from the General Fund into the Building Fund. The motion carried by roll call vote. AYES: Trustees Gaertner, Strutzel, D'Amico, Hoyle, Rothbaum and Clark. NAYS: None. ABSENT: Trustee Mallozzi.

FY 2014 PER CAPITA GRANT AWARD LETTER

The Library has been awarded a FY2014 Illinois Public Library Per Capita Grant in the amount of \$27,522.50.

VII. NEW BUSINESS: (Continued)

AUDIT 2014

Director Jarzemsky stated that he has met with the audit firm, McGladrey, LLP and the audit will begin in April. The audit includes two (2) on site visits. McGladrey may be contacting Board members to discuss the Library and to authorize them to work with staff.

VIII. PUBLIC DISCUSSION:

Trustee Strutzel discussed his visit to the Jefferson County Colorado library and the pictures he took of their circulation area. A fund raiser is under discussion with Pilot Petes Restaurant. The Bartlett Rotary Club is planning a fund raiser by participants walking up the Hancock Building stairs.

IX. ANNOUNCEMENTS:

X. 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 8:50 p.m. Trustee Rothbaum moved, and Trustee Strutzel 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, Strutzel, D'Amico, Hoyle, Clark and Gaertner. NAYS: None. ABSENT: Trustee Mallozzi.

The Closed Session concluded at 10:12 p.m. at which time the regular meeting of the Board reconvened.

DIRECTOR'S SALARY FY 2014/2015

Trustee Rothbaum moved and Trustee Clark seconded the **motion** that the FY 2014/2015 salary for the Library Director be increased by 3% from the prior year. The motion carried by roll call vote: AYES: Trustees Rothbaum, Clark, D'Amico, Hoyle, Strutzel and Gaertner. NAYS: None. ABSENT: Trustee Mallozzi.

XI. ADJOURNMENT:

Trustee Clark moved and Trustee Rothbaum seconded the motion to adjourn the April 9, 2014 Library Board meeting at 10:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones