

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JUNE 11, 2014**

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 and David Strutzel. Absent: Benjamin Hoyle. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

II. APPROVAL OF MINUTES

The minutes of the May Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Mallozzi seconded the **motion**, that the minutes of the May 14, 2014 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

Director Jarzemsky clarified that the number of eBook holdings in last month's statistics report was correct and explained how the number of holdings was calculated in the past versus the current figures.

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 June, 2014 in the amount of \$102,956.05 and the transfer of approximately \$261,000.00 for bills and salaries. A question was raised concerning the cost of paper. Director Jarzemsky explained that the purchase would cover the cost of paper for the entire year. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Clark, Mallozzi, D'Amico and Rothbaum. NAYS: None. ABSENT: Trustee Hoyle.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Free Comic Book Day held on May 3, 2014. The library, through the donations made by the comic book shop, Dreamland Comics in Schaumburg, gave away over 400 free comics to patrons. Director Jarzemsky reported on staff changes in the Circulation/Technical Services Department; Joseph Latoria was promoted from Shelver to Circulation Clerk and Amy Kubica was hired as the new Circulation Clerk. The total number of registered cardholders for May is 16,580. Discussion took place concerning the decrease in the number of patrons using the computer lab and staff's responses to the decreases. The number of reference transactions was 2,188. Director Jarzemsky discussed the wide range of programs offered by the different departments as contained in his report. He provided information and details on the number of schools and children that participated in the Celebrate Reading programs given by the Youth Services Department. The Memorial Day Remembrance program was well attended.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of May. The circulation report shows that total circulation is down 12% from May, 2013. Director Jarzemsky discussed the growth of e-media (eBooks, eMagazines (Zinio), eAudiobooks, etc.) and the plans for the digital holdings. He discussed the changes that are being considered for the circulation area and the need to market the library offerings. Staff is working with the designer, Ms. Nash, on the redesign of the area. Discussion took place concerning the DVD collection and the possibility of leasing high demand movies.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – Two (2) Year Review of All Policies – Director Jarzemsky stated that staff is in the process of reviewing all the policies. He stated that the policy binder is available to the Trustees near the Board mailboxes and that certain policies under review would need additional input from the Board members. He suggested that a Policy Committee of Trustees be formed to help.

FINANCE – No report.

BUILDING AND GROUNDS – Power Outage - Director Jarzemsky reported that on Monday, June 2, partial power was lost to the building. He explained what systems were not functioning due to the loss of power and the reason that the library had to close at 5:00 p.m. that day. ComEd determined that an underground power cable had been broken at the front drive entrance to the Library. ComEd will be responsible for restoring the area and the costs involved. ComEd has not provided a date certain when the repairs will be made. The Board stated that staff should wait to see when repairs will be completed by ComEd before considering whether the Library should make the repairs themselves. It was suggested as a possibility that crushed stone be placed in the area to allow access if repairs are not in the immediate future. Director Jarzemsky also reported that staff is working with Ms. Nash on the plans for the changes to the upstairs Circ/Tech, Teen and copy areas. A topographical survey of the library and grounds is planned by DLA Architects. The survey will determine which repairs are needed for the sidewalks and curbs.

LIAISON REPORTS

LINC – Director Jarzemsky reported on the May 9, 2014 LINC meeting. At the meeting, discussion took place concerning email retention and the need to be in compliance with State retention laws. A retention policy is being developed. He discussed new technology being proposed that would allow mobile circulation possibilities with patrons having the ability to attach scanners to their iPads. The goals would be to have one scanner at every LINC library. LINC also hired a consultant to work on a 5-Year long range plan for them.

VILLAGE - Village Trustee King provided updates on previously reported projects that have now moved onto and been approved by the Village Board – the Goodwill Stores and Shree Radhe Shyam Temple. He reported that the proposal by Little City for a group home was denied. Round One in Stratford Square is planning a fall opening. The former Pizza Hut on Army Trail Road is proposed to be torn down and replaced with a Starbucks with a drive thru. He mentioned that free mulch is available to all residents and businesses in the Village. He provided information on the various summer concerts and the proposed Bloomingdale Talent program. The Board thanked Trustee King for his timely reports and his dedication to attending the meetings.

Removal from the Roll: Village Trustee King leaves the meeting at 7:50 p.m.

FRIENDS OF THE LIBRARY – Trustee D’Amico stated that the next meeting of the Friends will be on Wednesday, July 16, 2014 at 7:00 p.m. The Friends will be selling treats at the upcoming Friday Gazebo Concert.

BIG - Director Jarzemsky stated that the next meeting of the Bloomingdale Intergovernmental Group to be hosted by College of DuPage is July 24, 2014.

V. UNFINISHED BUSINESS:

VI. NEW BUSINESS:

RESOLUTION ADOPTING THE PREVAILING WAGE

President Rothbaum presented Resolution No. 2014/2015-2 entitled Resolution Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Bloomingdale Public Library. The Library follows State law and makes sure that the contractors pay their employees the prevailing wage.

Trustee Rothbaum moved and Trustee Mallozzi 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 Rothbaum, Mallozzi, Strutzel, Gaertner, Clark and D’Amico; the following Trustees voted NAY: None. Absent: Trustee Hoyle.

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, DuPage County, Illinois, which was done.

VI. NEW BUSINESS: (Continued)

ILA CONFERENCE

Director Jarzemsky stated that the ILA Conference will be taking place this October in Springfield. Trustee Day is Wednesday, October 15 and the library will pay all expenses for a Trustee who may wish to attend the Conference. The Conference will be returning to Chicago next year. Early bird registration and discounts for the conference ends in August. Any Trustee interested in attending should contact Director Jarzemsky.

2015 PER CAPITA GRANT REQUIREMENTS

Director Jarzemsky stated that the Library will be receiving approximately \$27,000 in a Per Capita Grant this year through the Illinois State Library. As in previous years, in order to receive the grant from the State, certain FY2015 requirements will need to be met which will include the participation in the Edge Initiative. Director Jarzemsky explained what the Edge Initiative is and how staff will be working on meeting the requirements. Part of the requirements for the grant also includes the Library Board and an analysis of the library's current budget, the library's fiscal climate and the needs of the community. As in the past, discussion on the grant requirements by the Board will take place in July and August.

LEGISLATIVE UPDATE

Director Jarzemsky provided the Board with information on the Spring 2014 Illinois General Assembly legislative session and the legislation that may impact the library. He discussed a proposed piece of legislation that will provide public bodies the ability to respond to FOIA information requests by referring the parties to that bodies' website that can contain this type of information thus saving staff time and costs. In addition, legislation is proposed that would mandate that e-mail addresses for public officials be available to the public.

LOWER LEVEL WOMEN'S WASHROOM RENOVATION

Director Jarzemsky stated that the construction to the downstairs women's washroom would be identical to the work performed recently on the downstairs men's washroom. He explained what work would be performed. The library received a number of quoted proposals and Driessen Construction Company bid was the lowest. Trustee Mallozzi moved, and Trustee Clark seconded the **motion**, to accept the proposal as discussed from Driessen Construction Company of St. Charles, IL for the renovation of the downstairs women's washroom. The motion carried by roll call vote. AYES: Trustees Mallozzi, Clark, D'Amico, Rothbaum, Strutzel, and Gaertner. NAYS: None. ABSENT: Trustee Hoyle.

VII. NEW BUSINESS: (Continued)

BOARD COMMITTEES

Director Jarzemsky reviewed the current Board Committees and discussed the need for members of the Board to participate in a committee. He explained the functions of each of the four committees – Building and Grounds, Policy, Personnel and Finance. He asked that the Board consider what committee they may have an interest. Trustees D’Amico and Rothbaum volunteered to be on the Building and Grounds Committee. Trustee Mallozzi volunteered to be a member of the Policy Committee. Trustee D’Amico volunteered to be on the Personnel Committee and Trustee Strutzel volunteered for the Finance Committee. Further discussion can take place at the next meeting.

E-RATE GRANT

Director Jarzemsky reported that the Library was awarded a federal e-rate grant in the amount of \$3,958.56.

EMERGENCY MANUAL (TBD)

Director Jarzemsky provided a copy of the Emergency Manual to each member of the Board. He discussed what is contained in the manual. The manual provides instructions on what to do in the case of different emergencies. The staff has been trained in the use of the manual. Each department and assistant department head has two copies-one at home and one at the library.

VIII. PUBLIC DISCUSSIONS

No public was present. Director Jarzemsky stated that in the future, the agenda item, Public Discussion, will be moved to the start of the agenda.

IX. ANNOUNCEMENTS

Director Jarzemsky stated that the first 2014 Gazebo Summer Concert will take place this Friday, June 13 from Noon to 1:00 p.m.

X. ADJOURNMENT:

Trustee Rothbaum moved and Trustee D'Amico seconded the motion to adjourn the June 11, 2014 Library Board meeting at 8:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones