

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
AUGUST 13, 2014**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m.

**II. ROLL CALL**

Trustees present: Milton Clark, Sam D'Amico, LeRoy Gaertner, Benjamin Hoyle, Kelly Mallozzi, Bonni Rothbaum and David Strutzel. Absent: None. Also Present: Director Tim Jarzemsky.

**III. PUBLIC DISCUSSIONS**

Mrs. Cynthia DiVerde of 153 Longridge Drive addressed the Board. She explained that she is a great lover of libraries and books. She came to the meeting to express her dissatisfaction with the current method of searching for books in the libraries online catalog. She explained the problems she encountered when using the library's system to find books by the author C.S. Harris and the number of unrelated results. Even if she used the refine search feature, the results were the same. She stated that she came and discussed the matter with reference personnel. The search by library personnel resulted in the same with over one hundred unrelated items. She also stated that she was interested in obtaining information as to the chronological date order that the books were written by the author. This was not available through the Library's catalog. She eventually went to the author's website and found the information she was after. She stated that this is a problem that needs to be corrected. Trustee D'Amico stated that she will receive a follow up with information from the Board on the matter. Director Jarzemsky stated that he will investigate. Mrs. DiVerde stated that she loves the library and personnel and thanked the Board.

**IV. APPROVAL OF AGENDA**

Trustee Hoyle moved, and Trustee Clark seconded the **motion**, that the agenda be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the July Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Strutzel seconded the **motion**, that the minutes of the July 9, 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 Mallozzi seconded the **motion**, that the Board approve the payment of bills for the month of August, 2014 in the amount of \$98,639.15 and the transfer of approximately \$252,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Mallozzi, D'Amico, Gaertner, Hoyle, Clark, and Rothbaum. NAYS: None. ABSENT: None.

## **VII. REPORTS**

### **LIBRARIAN**

Director Jarzemsky discussed the Librarian's Report for the month of July 2014 with the Board. The "No Bake Summer Desserts" program of July 7 was well attended and well received. The July 11 summer concert featuring "Laura Doherty & the Heartbeats" was enjoyed by 132 patrons. The three person band engaged the children with songs and hula hooping. Mr. Kenneth Morris was hired as the new Computer Services Clerk. Youth Services Department Head Lisa Palmer is working with the Park District on a partnership concerning a Storybook Walk. The books would be oversized and would be open to different pages along a trail. These would be real books with pages weather protected. The program would likely take place next year. Director Jarzemsky went on to discuss other items contained in his report including the number of patron contacts taking place in reference. The "You Can Brew It" program was an informative and interesting program. Trustee Hoyle stated that he attended and found that the program was very good. The "Downloadable Resources" program is to be reformatted so that patrons can make 30-minute scheduled appointments instead of waiting for personnel who are engaged with another patron to be free. The Summer Reading program had a total number of 789 children participating. The Youth Services program, "Truly Remarkable Loon," had an attendance of 58. He was very entertaining and the program was enjoyed by all. The "Telling Tales with Yoga" went very well with 140 in attendance.

### **MONTHLY STATISTICS**

Director Jarzemsky stated that circulation was down 6% from July 2013. Book transactions were down but e-book circulation was up significantly.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – The Policy Committee will be reviewing all the policies. The first policy to be reviewed will be the Circulation and Patron Use Policy. All the existing policies would be given to the Board. Staff will work to make the necessary changes to present to the Committee. The Policy Subcommittee will meet to review the changes and the policy would then go to the full Board for approval. The first policy will be brought to the Board for approval in October or November.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Some plans and cost estimates have been received from Tiffany Nash. More details will be presented next month. The areas that are being considered are the Circulation, Reference Desk and Teen areas. The goal is to improve the circulation area and raise circulation figures. There are some expected outcomes anticipated from the changes.

## **VII. REPORTS (Continued)**

### **LIAISON REPORTS**

**LINC** – Director Jarzemsky provided the Board with the meeting minutes of the LINC Board of Directors regular meeting of July 11, 2014. He stated that the Board discussed how to handle lost or damaged materials and payments by libraries for these materials. The Board concluded that the current policy will continue. Discussion also took place at the meeting concerning e-mail retention and how to handle executive session meeting minutes. It was suggested that the request by Mrs. DiVerde be considered by LINC as an agenda item.

**VILLAGE** - Trustee King was on vacation. Trustee Mallozzi mentioned that the Bloomingdale Park District is collecting donations for a family who lost their home during a fire. She explained what clothing sizes the family needs.

**FRIENDS OF THE LIBRARY** – The next meeting of the Friends will include discussions on the Fall Book Sale. Friends participated in the Ice Cream Social which was a very well attended and a successful event. Director Jarzemsky mentioned that the Friends were responsible for purchasing the t-shirts and prizes for the program.

**BIG** - Trustee Rothbaum and Clark attended the meeting hosted by COD. They reported on what the members discussed at the meeting and provided the Board with a written copy of the meeting minutes from the July 24, 2014 meeting.

## **VIII. UNFINISHED BUSINESS**

### **PER CAPITA GRANT REQUIREMENT**

Director Jarzemsky stated that the library has been receiving the per capita grant in the amounts between \$23,000 and \$27,000 from the State. In order to continue receiving the grant, certain benchmarks are expected from the libraries to complete. The Quality Standards for 2015 include staff working to complete the questionnaire on the Edge Initiative Program. The Board had reviewed and participated in the informational webinar video presentation last month on the Edge Initiative. The Board focus at this meeting was on Chapter 7 from the Standard for Illinois Public Libraries dealing with “Collection Management and Resource Sharing.” Director Jarzemsky reviewed the Chapter with the Board and discussed how the library meets the standards. It was noted that every month, the Board looks at the finances of the library including revenues and expenditures. The budget has been prepared with enough revenue to cover the costs for programs and expenditures in order to meet the needs of the community. With this review, the Board has completed their requirement for the Per Capita Grant.

## **IX. NEW BUSINESS**

### **NATIONAL HUNGER ACTION MONTH**

Director Jarzemsky stated that the Library is partnering in September with the Village, the Park District, other local governmental entities and others in "National Hunger Action Month." The Mayor has proclaimed September 4, 2014 as "Go Orange Day" in Bloomingdale and has encouraged residents and businesses to help raise awareness of hunger in the community by wearing orange on that day and by assisting with donation of food/supplies. Collection bins will be available for donations. This is a month-long event. No details have been provided as yet but the Library will make the information available to patrons through various methods including electronic media.

### **FALL COFFEE HOURS**

Director Jarzemsky gave background information on the current free coffee service hours and what the proposed change to the hours would be for the fall. He explained the reasons for the request to change the hours. The Board agreed to the change.

### **CIRCULATION PATRON USE POLICY**

Trustees Clark and Mallozzi are the Board members on the Policy Committee and are willing to meet to discuss the Circulation Patron Use Policy.

## **XI. ANNOUNCEMENTS**

Director Jarzemsky stated that the Staff In-Service will take place on Friday, August 15. He provided details on what will be occurring that day. Trustee Strutzel plans to attend the morning session which will be held at the Bartlett Public Library. The morning program is a cooperative effort between Bloomingdale, Poplar Creek, Carol Stream and Bartlett libraries in order to help cover the costs of the speaker, Dawn Mushill. In the afternoon, staff will return to Bloomingdale for staff acknowledgements, updates by the Director and Department Heads, an eLibrary showcase and a team building activity.

**XI. ADJOURNMENT:**

Trustee Rothbaum moved, and Trustee Clark seconded the **motion**, to adjourn the August 13, 2014 Library Board meeting at 8:30 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