

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
OCTOBER 14, 2015**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m.

II. ROLL CALL

Upon a roll call, the following Trustees present: Milton Clark, Sam D'Amico, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade and David Strutzel. Absent: Alexandria Contes. Also Present: Director Tim Jarzemsky and Adult Services Department Head Abby Budzynski.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Director Jarzemsky asked for a change to the agenda. He asked that the agenda item on Staff Lounge/Bathroom Renovation under New Business be discussed following the approval of the Treasurer's Report. Trustee Hoyle moved and Trustee Strutzel seconded the **motion**, that the agenda be approved as proposed. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the September Board Meeting were reviewed. Trustee D'Amico moved and Trustee Schade seconded the **motion**, that the minutes of the September 9, 2015 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 Hoyle seconded the **motion**, that the Board approve the payment of bills for the month of October, 2015 in the amount of \$106,738.89 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Rothbaum, Schade, Clark and D'Amico. NAYS: None. ABSENT: Trustees Contes.

IX. NEW BUSINESS:

STAFF LOUNGE/BATHROOM RENOVATION

Director Jarzemsky introduced the new Department Head of Adult Services, Abby Budzynski. At his request, Ms. Budzynski discussed what the committee in charge of the renovation had discussed and done thus far. She explained how information from staff was obtained and the problems that were associated with the area. She described what staff felt was a necessity for the area. The committee met with architect, Tiffany Nash and discussed their findings. She provided the Board with examples of the planned color scheme and examples of the furniture. The bathroom is planned to be upgraded but will not be re-located.

Addition to the Roll: Trustee Contes enters the meeting at 7:40 p.m.

IX. NEW BUSINESS: STAFF LOUNGE/BATHROOM RENOVATION (Continued)

Ms. Nash's renovation plans have been well received by staff. A discussion took place concerning the proposed layout and design elements that were included in Attachment M in the agenda packet. The cost estimate was reviewed. Director Jarzemsky stated that the cost estimate is \$42,175.50 and includes the cost for new appliances. There is money in the capital fund to cover the costs. There is money in the estimate for contingencies. There is no need to bid the project since the trade work costs come in under the requirement for bidding the work. Based upon the discussion, Trustee Rothbaum moved and Trustee Clark seconded the **motion**, that the Board approve the staff lounge/bathroom renovation plan as presented. The motion carried by roll call vote: AYES: Trustees Rothbaum, Clark, Strutzel, Hoyle, Schade, Contes and D'Amico. NAYS: None. ABSENT: None.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on the events that took place at the library in September, 2015. He described two programs – Spooky Halloween Treats and Vote for Your Favorite Dog. Staff has begun preparing for the “On the Same Page” programs. Adult Services Department Head, Julie Keating has retired and is working part-time at Elgin Community College. Abby Budzynski has taken Ms. Keating place as the new Department Head of Adult Services. Nancy Kendzior, Program Coordinator in Adult Services, has resigned and her position is currently vacant. Interviews are taking place for a new Assistant Department Head for Adult Services. A review of the department reports took place. Director Jarzemsky talked about two other programs that took place at the library – Understanding Medicare and Life in a Japanese American Internment Camp. He described a new program – Marklund Outreach. A storytime was held at Marklund in their classrooms. A discussion took place concerning the Story Book Trail. The book will be changed three (3) times a year. The trail was accomplished through a Target grant and a grant received by the Park District. The book will be tailored to grade school level readers. Staff did a considerable amount of research on the project. There have been some problems with the viewing of the book, but the problem is in the process of being fixed.

MONTHLY STATISTICS

Circulation was down eight percent as compared to last September. Director Jarzemsky discussed the items in the Statistical Summary that are trending up. He discussed eMusic and how a whole album can be downloaded to patrons I-Pad or phone. He will work to get the word out on e-Music. It was noted that the cement work has been completed and yellow stripe painting will take place next to the sidewalks.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – Investment of Public Funds Report to be discussed under New Business.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – The October agenda of LINC was included in the Board packet. Discussion continues on the future of LINC. Director Jarzemsky stated that discussions include merging with another library consortium or staying independent.

VILLAGE - No report.

FRIENDS OF THE LIBRARY – The next meeting of the Friends will be Wednesday, October 21, 2015.

BIG - The next meeting of BIG will be October 22, 2015 to be hosted by High School District 108. Director Jarzemsky cannot attend, but Trustees D’Amico and Hoyle plan on going.

VIII. UNFINISHED BUSINESS:

FOIA REQUEST UPDATE

Director Jarzemsky gave some background information and explained the nature of the FOIA request, a copy of which was included in the Library Board packet. The Library has five days to comply with a FOIA request by law. He had asked the Library’s attorney on how to comply and he suggested what information should be redacted from the response. He explained what was redacted. The person making the request can appeal to the Attorney General. The library would send the entire information without the redaction and the Attorney General would review and decide the outcome.

COMMERCIAL USE POLICY APPROVAL

Director Jarzemsky stated that the Commercial Use of the Library policy has been updated based on previous discussions and is up for approval consideration. In response to questions, a student would not be penalized if a violation should occur. The Board reviewed the policy and grammatical changes were suggested and made to the policy; specifically that the coma should be removed from the first paragraph and in the last paragraph the word “use” should be added to the first sentence. Based upon the discussion, Trustee Clark moved and Trustee Schade seconded the **motion**, that the Board approve the Commercial Uses of the Library Policy, as amended. The motion carried by roll call vote: AYES: Trustees Clark, Schade, Rothbaum, Strutzel, Hoyle, Contes and D’Amico. NAYS: None. ABSENT: None.

IX. NEW BUSINESS:

INVESTMENT OF PUBLIC FUNDS REPORT FOR JULY – SEPTEMBER

As required by State Statute, a quarterly investment report is required to be provided to the Library Board. The quarterly report shows exactly where all the funds of the Library are invested. The report was reviewed by the Board. Director Jarzemsky noted that the report is provided every quarter and there have been no changes from the previous quarterly reports.

IX. NEW BUSINESS: (Continued)

HANDICAPPED ACCESSIBLE PARKING

Director Jarzemsky stated that as previously discussed, a patron wished to dedicate the thirty minute parking spaces to handicap parking areas. He stated that the Library is in compliance with the ADA standards as far as the number of spaces. He explained why the additional handicap parking could not be accomplished in the dedicated thirty minute parking spaces. At the Board's suggestion, a survey was done to determine if additional handicap parking spaces are needed. A staff member went and checked the handicap parking spaces at fifteen minutes past the hour and recorded the usage of the spaces for a week. The overall results indicated that at least one accessible spot was available 69% of the time and a space was open to the public. The Board reviewed the report done by staff. He suggested that a design architect could study the parking lot to find ways to incorporate additional handicap parking. Based upon the survey results, the Board was in agreement that it can be shown when handicap parking spaces are available and when they are not.

IMET LETTERS

Director Jarzemsky reported on the current situation with the fraud that occurred within the IMET fund. The Library is anticipated to receive a refund back following the sale of assets of the fraudulent perpetrator. The IMET funds were guaranteed by the U. S. Department of Agriculture (USDA) who has failed to back the loan guarantees. In the Board packet are letters to United State Senators Durbin and Kirk asking for assistance in taking the appropriate actions to help those affected by the fraudulent First Farmers Financial (FFF) investments guaranteed by the USDA. The Library was affected by the loss and so were other governmental entities. Trustee Hoyle moved and Trustee Contes seconded the **motion**, that the Board authorizes Director Jarzemsky to send letters to United State Senators Durbin and Kirk on behalf of the library in regards to IMET. The motion carried by roll call vote: AYES: Trustees Hoyle, Contes, Clark, Schade, Rothbaum, Strutzel and D'Amico. NAYS: None. ABSENT: None.

RFID UPDATE

Director Jarzemsky reported that Bibliotheca has purchased 3M. Staff has been tagging all the new materials as they arrive and tagging of materials on the shelf will begin upon the arrival of a tagging cart. The tagging cart will be leased. It is proposed that all the materials will be tagged prior to the arrival of the new RFID equipment scheduled to arrive in November and February. The Board reviewed the memorandum from Christine Sporleder, Circulation and Technical Services Department Head, dated October 14, 2015. As stated in her memorandum, the schedule for completion is April, 2016.

STAFF LOUNGE/BATHROOM RENOVATION

At Director Jarzemsky request, this agenda item was discussed following the approval of the Treasurer's Report.

X. ANNOUNCEMENTS:

Director Jarzemsky reminded the Board that the Library's Halloween Party will take place on Saturday,

October 24, 2015.

XI. ADJOURNMENT:

Trustee Strutzel moved and Trustee Rothbaum seconded the **motion** to adjourn the October 14, 2015 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