

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
NOVEMBER 11, 2015**

**I. CALL TO ORDER**

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

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

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

**V. APPROVAL OF MINUTES**

The minutes of the October Board Meeting were reviewed. Trustee Strutzel moved and Trustee Clark seconded the **motion**, that the minutes of the October 14, 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 Rothbaum seconded the **motion**, that the Board approve the payment of bills for the month of November, 2015 in the amount of \$94,470.07 and the transfer of approximately \$240,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Rothbaum, Hoyle, Schade, Clark and D'Amico. NAYS: None. ABSENT: Trustees Contes.

A question was asked concerning the State's current impasse over the budget and how this might affect the library. Director Jarzemsky replied that the library might not receive or be delayed in receiving the one time Per Capita Grant which amounts to approximately \$27,000.00 from the Secretary of State. There are also bills that would freeze the tax levy to the current rate with no increase allowed for the next three years. A discussion took place on what this would mean to governmental entities.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on the events that took place at the library in October, 2015. He reported on the Halloween Party and the participation by the different governmental entities. The weather was good and 1,200 people attended. He thanked all involved and stated that no negative comments were received on the event. He talked about the "WWII: Women in the Workforce" program and how much the speaker was enjoyed by those in attendance. Patrons asked if she could come back to speak on other programs.

The fifth annual "On the Same Page" event is being completed. The book "Delicious" by Ruth Reichl was the adult title and the children's pick was "Tales for Very Picky Eaters" by Josh Schneider. The programs were well attended and received.

Juriana Salina's last day was October 2 and she was replaced by Jamie Schingoethe. Ken Morris's last day was October 22 in the Computer Services Department. Jessica Frazier was promoted to Adult Services Assistant Department Head. Kristina Giovanni was hired as the new Adult Services Librarian. They are now in the process of hiring a Young Adult Librarian-Librarian II.

Director Jarzemsky stated that ILA conference will be held in Peoria this year and Rosemont next year. Board members were invited to attend. The Conference includes a day devoted to Board members. If anyone is interested, they should contact Director Jarzemsky.

Further discussion took place on programs contained in his report. It was mentioned that the program, Rebecca Caudill, Readers Choice, which was given to children in third grade at Du Jardin, was a great hit. In particular, one Trustee's daughter began reading the books and is enjoying them. A report was given on the early literacy program and the number of books that are being read or listened to by children before kindergarten.

### **MONTHLY STATISTICS**

Circulation was down as compared to last year. 24,304 items were checked out during the month and total holdings are now at 575,578. Discussion took place concerning the e-Music numbers and how additional marketing of the availability of this item will be done. Reference transactions were up; an indication that the library is being used in different ways. Cardholders are also up and self-check usage is up. Questions were raised and answered concerning the cost for Hoopla materials.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – Begin Review of Materials Selection Policy - Director Jarzemsky stated that Attachment L is a copy of the current Materials Selection policy that will need to be updated. In the near future, a recommendation will be made by staff on changes to the policy and the Policy Committee will need to convene to review the proposed changes. Part of this policy includes provisions as adopted by the American Library Association and the American Film and Video Association.

Director Jarzemsky discussed a problem that had occurred with a patron within the library and what actions were taken. He also informed the Board about an incident where a 1 ½ year old child was left unattended outside of the library while a patron was inside and the actions that took place by patrons and staff.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Staff Lounge Project and Carpets Cleaned - Work on the staff lounge is still in the planning stage. The carpet, flooring and cabinets have been ordered. Director Jarzemsky reported that all the carpets in the library were cleaned in anticipation of the Library Open House.

## LIAISON REPORTS

**LINC** – A meeting is to take place on Friday of this week.

**VILLAGE** - Director Jarzemsky reported that Trustee Vince Ackerman will be the library's new Village liaison. Trustee Ackerman was unable to attend but provided a written report. Director Jarzemsky read the report to the Board.

**FRIENDS OF THE LIBRARY** – The Friends will again sponsor the Snowman Crossing trees.

**BIG** - The next meeting of BIG will take place in January.

### **VIII. UNFINISHED BUSINESS:**

#### PER CAPITA GRANT REQUIREMENTS

The library will again be applying for the Per Capita Grant. The grant comes from the Secretary of State through the State Library. Libraries need to reach certain benchmarks set by the State Library. The Board reviewed Chapter 5, Technology. The library is in compliance with all the standards. A memo from Sean Luster, Computer Services Department Head, will be part of the grant submittal that states that the library meets all the requirements listed in the State's technology checklist. It was discussed on how the library funds and resources are being shared. The library continues to do training and educational programs which are all a requirement of the grant. If the grant is fully funded and appropriated, the library would receive approximately \$1.25 per patron. The deadline for filing this year is January, 2016. Normally, the deadline was in October but changed due to the State's budget impasse. The Board will receive a final report at the December meeting. The Department Heads help the Director in the preparation of the report.

#### RFID UPDATE

Director Jarzemsky reported that updates are expected to be done monthly on the RFID preparations and installation by Circulation and Technical Services Department Head, Christine Sporleder. The progression is on time. Director Jarzemsky discussed the use of the tagging cart and how staff is being assigned to work on the tagging of materials. It is anticipated that 85% of the collection will be completed by the scheduled equipment delivery date of February 1, 2016. Employees have tagged approximately 15,000 items using the tagging cart and an additional 4,000 returned and new items.

### **IX. NEW BUSINESS:**

#### HOLIDAY CLOSINGS 2016

Director Jarzemsky stated that included in the Board's packet is the 2016 calendar with the dates that the Library would be closed during that year. He reviewed the calendar with the Board. Trustee Hoyle moved, and Trustee D'Amico seconded the **motion**, that the Board approve the 2016 Library Closings dates as presented. The motion carried by voice vote.

## **IX. NEW BUSINESS: (Continued)**

### **WEST SUBURBAN LIVING ARTICLE**

The Board reviewed the article in the West Suburban Living Magazine, November/December, 2015 issue. The magazine had a nice article on the Village that reflected very well on the Village. The library was mentioned on page 74.

### **2015/2016 SNOW & ICE CONTROL PROCEDURES**

Director Jarzemsky stated that the Library is very grateful for the help that the Village provides in snow removal. The Village does a very good job in cleaning the parking lot and sidewalks and has been very responsive to any concerns about ice or snow problems. The snow and ice procedures are provided so that there is a clear communications structure. Since the concrete is less than one year old, precautions are being made and the least amount of chemicals will be used. The Village will respond to calls if necessary for additional snow removal. The snow removal and ice control services are provided to the Library by the Village at no charge. Director Jarzemsky explained some of the services that the library provides to the Village in return.

### **PUSH WELLNESS**

Director Jarzemsky talked about the discount program, PUSH For Wellness, that is being offered by the Village's health insurance company, IPBC. He explained how the program works. There has been good participation by the Library. Only the employees are allowed to see the results and they remain confidential.

### **LIBRARY IMRF CONTRIBUTION RATE**

The Director reported that the IMRF rate for 2016 paid by the library will be 13.31%. The employee's contribution is 4.5%. This rate has been figured into the budget.

### **MATERIALS SELECTION POLICY**

As discussed earlier under Policy reports, the policy committee will need to meet in the near future to review staff recommendations. The policy is out-of-date and needs a refresher.

### **IMET PARTICIPANT UPDATE**

Director Jarzemsky stated that the library's portion of \$52,000 is frozen in a liquidation account. The update #16 letter from the Illinois Metropolitan Investment Fund was reviewed by the Board. There is potential that some money may be released in January. A listing of the properties that have been sold and the value were given in the update. After a review for any outstanding liens, taxes, etc. the money may be released.

**X. ANNOUNCEMENTS:**

Director Jarzemsky reported that tickets are now on sale for the Breakfast and Brunch with Santa and can be purchased during normal business office hours of 9:00 a.m. to 5:00 p.m.

The Holiday Open House is to take place on Tuesday, December 1, 2015. The Village complex has been decorated with lights. Carolers, a face painter, music and refreshments will be served during the Open House. Santa will pay a visit again in a fire truck. The Lake Park Swing Choir will make an appearance and the harpist will return.

**XI. ADJOURNMENT:**

Trustee Rothbaum moved and Trustee D'Amico seconded the **motion** to adjourn the November 11, 2015 Library Board meeting at 8:22 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Minutes recorded by Irene M. Jones