

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
DECEMBER 9, 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, Alexandria Contes, Sam D'Amico, Benjamin Hoyle, Bonni Rothbaum. Absent: Sharon Schade and David Strutzel. Also Present: Director Tim Jarzemsky.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**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 November Board Meeting were reviewed. Trustee D'Amico moved and Trustee Contes seconded the **motion**, that the minutes of the November 11, 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 Contes moved and Trustee Rothbaum seconded the **motion**, that the Board approve the payment of bills for the month of December, 2015 in the amount of \$44,241.26 and the transfer of approximately \$180,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Rothbaum, Hoyle, Clark and D'Amico. NAYS: None. ABSENT: Trustees Schade and Strutzel.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on two programs that took place in November – Fresh Flower Holiday Centerpiece demonstration and the Zoo Ornament Workshop. The Friends of Library purchase the library tree at the Brookfield Zoo. Even with terrible cold weather conditions, employee Jennifer Schwegler and family went and decorated the tree at the zoo with the ornaments that were made. A picture of the decorators is contained in his report. Director Jarzemsky and the Board thanked her and her family for her dedication to the project. The Director informed the Board on changes in personnel. Adam Poniatowski was hired as the new Computer Service Clerk II as on November 10<sup>th</sup>. Winifred Wee was hired as the new Office Assistant as of November 23<sup>rd</sup> and Evan Mather was hired as the new Adult Services Librarian II as of November 30<sup>th</sup>. He explained what positions are still open. The Board recognized and congratulated Director Jarzemsky on his twelve years of service.

Addition to the Roll: Trustee Schade enters the meeting at 7:46 p.m.

Director Jarzemsky explained Osmo Day and the working of the Osmo app games for use on iPads. This app is very helpful for math development. A total of 36 patrons participated. They plan to continue this program. It was noted that twelve children participated in the Lego Robotics program. In response to questions, Mr. Ken Morris was a former employee who now does consulting work and works on technology classes for libraries in the area.

The Board expressed their appreciation for the lighting decorations and how much they enjoyed them. They thanked the Village and Library staff for the work involved in making it a winter wonderland. A discussion took place on the Open House and the reason why Santa rode inside the fire truck.

### **MONTHLY STATISTICS**

The Board reviewed the statistical summary. Monthly statistics show a decline in circulation compared to last year. The staff continues to work on programs and more patrons are attending the varied programs.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – Materials Selection Policy - Staff is working on the Materials Selection Policy and should be able to provide the Policy Subcommittee with their revisions for a January meeting.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Report on Staff Lounge Project - A meeting was held today with the committee. All the equipment and furniture has been ordered. Installation should start on January 6<sup>th</sup> and the lounge is scheduled to be completed by January 20<sup>th</sup>. Staff will be able to have lunch in the building by using available conference rooms during the construction time period.

### **LIAISON REPORTS**

**LINC** – The meeting minutes of the October 9, 2015 meeting minutes were included in the Board packet. Director Jarzemsky discussed the options that are available for future changes. LINC could merge with either the SWAN or MAGIC consortiums. They can add additional libraries to LINC or stay the same. LINC is well run. He explained the advantages of LINC. If a vote takes place to stay or go with a larger consortium, LINC would come and discuss the matter with the Board. The advantage of joining with a larger consortium would be that patrons would have more resources and materials. A discussion took place on what would be needed to merge. Franklin Park will be leaving LINC as of July 1<sup>st</sup>. The LINC staff may be able to relocate the server and offices to one of the libraries thus providing savings on office rental costs. A discussion took place on the number of LINC employees and their duties. The advantages of staying as LINC were outlined: the immediate action that takes place to concerns; training offered; same priorities among members; e-mail service; discounts on computers; the service of IT and telephone. LINC may be able to become a LSAP and receive some cost sharing through the State. There is a committee that is working on the benefits of change or staying as LINC.

**VILLAGE** - No Report.

**FRIENDS OF THE LIBRARY** – Friends members will be getting badges. From the Holiday Open House, new members joined. The Friends paid for the sixteen Santa Crossing trees and two new groups decorated trees this year. Director Jarzemsky named the groups who participated.

**BIG** - The next meeting of BIG will take place on Thursday, January 28, 2016 to be hosted by the Bloomingdale Chamber of Commerce. Director Jarzemsky plans to attend.

**VIII. UNFINISHED BUSINESS:**

**FY 2016 PER CAPITA GRANT**

The FY 2016 Per Capita Grant documents have been completed and sent to the Illinois State library.

**RFID UPDATE**

Director Jarzemsky explained the role of staff in tagging the materials in the Library. Every item will be tagged. He described what has been completed thus far. The Library should be ready for the February installation. All employees have been helping with the tagging project.

**IX. NEW BUSINESS:**

**VILLAGE CO-SPONSORED EVENTS 2016**

Director Jarzemsky stated that he will be sending the Board packet letter to the Village asking for funding support for the 2016 co-sponsored events. The request would be for the following events: the summer Gazebo Concerts; the annual Ice Cream Social, the Halloween Party and the Holiday Open House. The library is asking for Village sponsorship in the amount of \$5,500.00 as outlined in his letter to the Village dated December 9, 2015. **Motion** by Trustee D'Amico, seconded by Trustee Contes, to approve the co-sponsored events letter to the Village as reviewed. Motion carried by roll call vote: AYES: Trustees D'Amico, Contes, Rothbaum, Hoyle, Clark and Schade. NAYS: None. ABSENT: Trustee Strutzel.

**ANNUAL PLANNING MEETING – DATE SELECTION**

The Board discussed the various dates when they would be available to meet to hold their annual planning meeting. The meeting will take place on a Saturday morning from 9:00 a.m. to Noon. The Board members should let the Director know which dates will work for them.

**SUMMER CONCERT SERIES 2016**

Director Jarzemsky stated that library staff has worked with the Park District on the dates and groups that will be performing so that no duplication occurs. The library will be hosting three concerts on June 10, July 8 and August 12. Director Jarzemsky stated who would be performing and the library's efforts to provide entertainment that will include the disabled and children.

**LAKE PARK TAX CONSORTIUM**

Director Jarzemsky explained the role of the consortium and the benefits of belonging. The Lake Park Tax Consortium attorney will be holding a luncheon on January 11<sup>th</sup> to discuss the cases that he is currently working on. The Bloomingdale Township Assessor will be in attendance.

**X. ANNOUNCEMENTS:**

Director Jarzemsky stated that the Library will closed on December 24 and 25 and December 31 and January 1, 2016 in celebration of the Christmas and New Year holidays.

**XI. ADJOURNMENT:**

Trustee Rothbaum moved and Trustee Contes seconded the **motion** to adjourn the December 9, 2015 Library Board meeting at 8:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Irene M. Jones