

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

I. CALL TO ORDER

The meeting was called to order by Library Secretary Milton Clark at 7:33 p.m.

II. ROLL CALL

Trustees present: Milton Clark, Sam D'Amico, Benjamin Hoyle, Kelly Mallozzi, and David Strutzel. Absent: Trustees LeRoy Gaertner and Bonni Rothbaum. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

III. APPOINTMENT OF PRESIDENT PRO-TEM

Trustee Strutzel moved, and Trustee D'Amico seconded the **motion** to appoint Secretary Milton Clark as President Pro-Tem for the meeting. The motion carried by voice vote.

IV. PUBLIC DISCUSSIONS

No Public Present.

V. APPROVAL OF AGENDA

Trustee D'Amico moved, and Trustee Strutzel seconded the **motion**, that the agenda be approved as presented. The motion carried by voice vote.

VI. APPROVAL OF MINUTES

The minutes of the December Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Hoyle seconded the **motion**, that the minutes of the December 10, 2014 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

VII. 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 January, 2015 in the amount of \$50,102.89 and the transfer of approximately \$200,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Mallozzi, Clark, Hoyle, and D'Amico. NAYS: None. ABSENT: Trustees Gaertner and Rothbaum.

III. REPORTS

LIBRARIAN'S REPORT

Director Jarzemsky reported on events taking place at the library during the month of December. The Holiday Appetizers program was well attended with 33 patrons. The Exam Cram has become a very popular program for high school students. Jessica Frazier has been working very hard at making this such a great program. A description of what took place at this three day program was given. The holiday family event, Winter Magic Show, had 65 patrons in attendance and was well received. Director Jarzemsky thanked Mr. Don Helmig of the Bloomingdale Golf Club for the wonderful job he did with the Santa Breakfast and Brunch. A summary of the day was given. Director Jarzemsky informed the Board that Kameswairi Pullela was hired as the new Youth Services librarian. The Youth Services Department is now fully staffed. A review of the statistics in the report took place. It was noted that Movie Night featuring movies for children have a greater attendance. Staff is continuing to reach out to the community and the story time at Panera will now include a location map.

MONTHLY STATISTICS

Circulation was up by 2% over December of last year. A question was raised as to the reason why holdings of eBooks are down in comparison to last year. Director Jarzemsky will investigate. It was noted that the self-check usage has increased in response to the new machines.

STANDING COMMITTEES

PERSONNEL - A meeting of the Personnel Committee is planned to take place after the annual meeting of the Board but prior to the March Board meeting. Director Jarzemsky will provide the Committee with salary and inflation reports and further information as in past years.

POLICY – The Computer/Internet Policy is to be discussed under Unfinished Business. The Policy Committee can convene if necessary.

FINANCE – No report.

BUILDING AND GROUNDS – The proposed draft 2015/16 building projects is to be discussed under New Business. There is a need to discuss the proposed projects in order to go out to bid in May.

LIAISON REPORTS

LINC – The Board continues to work on the 2015/16 budget. Director Jarzemsky, as Treasurer of LINC, stated that with the withdrawal of Franklin Park the budget needs to be reevaluated. The LINC budget is scheduled for approval by members in February or March. He explained that the costs associated with SIRSI do not change with the withdrawal of a member so there may be a slight increase of the fee to be adjusted over time.

VILLAGE – Trustee King provided the Board with information on projects that are scheduled to appear at the Plan Commission level that include Greenbrier Senior Living, 166 and 178 W. Lake Street, IDI Gazeley, 250 and 260 Madsen Drive, and Pier 1 Imports to be relocating to a new building at 360 W. Army Trail Road, next to Ultra. Texas Roadhouse restaurant has been approved. He discussed the recent passage of an ordinance concerning medical cannabis distribution centers. He discussed the recent hiring of three police officers and a wastewater treatment operator. The Village website lists job openings. The VFW is having a blood drive on January 15th. He informed the Board of a program on eating healthy sponsored by St. Isidore Catholic Church. The public hearing on the East Lake Street Tax Increment Financing district was held. He discussed the happenings at Old Town and proposed signage at the corner of Lake Street and Bloomingdale Road. Director Jarzemsky expressed his gratitude to the Village staff and the work that had done in response to the recent snow storms.

Removal from the Roll: Village Trustee Jim King leaves the meeting at 8:00 p.m.

FRIENDS OF THE LIBRARY – The next Friends meeting is January 21, 2015. The Spring Book Sale is scheduled for March 14 and 15, 2015. A donation in the amount of \$600 for the purchase of books for needy children by Macy's was received and the Lions Club is matching the donation.

BIG – The next BIG meeting is scheduled for January 22, 2015 to be hosted by Community Consolidated School District 93. Director Jarzemsky and Trustee Hoyle plan on attending.

IX. UNFINISHED BUSINESS

COMPUTER/INTERNET POLICY

Director Jarzemsky stated that the policy has been updated and reviewed by staff with few changes. One of the major changes is the elimination of the maximum five hours per day limit on internet use. The "In House Technology Use Policy" was an addition. Director Jarzemsky explained the reason for the requirement of identification for the check out of in-house materials. The policy is proposed to be approved at the next Library Board meeting.

X. NEW BUSINESS

INVESTMENT OF PUBLIC FUNDS REPORT FOR OCTOBERE – DECEMBER

As required by State Statute, a quarterly report is to be provided to the Library Board. The October to December quarterly report was presented and Director Jarzemsky reviewed same with the Board. He explained what the accounts are used for and how the Library meets the State policy guidelines. Director Jarzemsky explained the actions that have taken place in regards to the fraudulent share of one investment vehicle that took place within the IMET Convenience Fund and the establishment of the IMET FFF Account Liquidating Trust. Efforts are being made to recover assets and provide a pro rata share to account holders.

STATEMENT OF ECONOMIC INTERST

Director Jarzemsky stated that the DuPage County Clerk's office has instituted a new procedure for administering the Statement of Economic Interest requirement. Individuals who need to complete statements of economic interest will now be required to do so via e-mail. He explained the new procedure. The completed statement must be returned to the County Clerk's office by May 1, 2015. In that regards, Director Jarzemsky has asked that the Board look for instruction from the County on this matter in their e-mails.

KARA FOUNDATION DONATION

A donation in the amount of \$1,000.00 was received from the Kara Foundation. Director Jarzemsky stated that he has sent a letter of thanks to them. He explained that the funds will be used in the Children's Department and Youth Services Department Head Lisa Palmer will be making a decision on how the funds will be used. He will report back to the Kara Foundation with details on how the donation was spent. The Board appreciates the Kara Foundation's support.

STATEWIDE LIBRARY CERTIFICATION

Director Jarzemsky was pleased to report that the Library has successfully completed and submitted their certification thus fulfilling the regulatory obligation to the Illinois State Library.

DRAFT 2015/16 BUILDING PROJECTS

Director Jarzemsky provided the Board with the proposed 2015/2016 building projects along with estimated costs. He reviewed the current fund balances in the general fund, building fund and the total governmental funds. He explained that funds can be transferred from the general fund to the building fund and noted the amount of reserves. He reviewed the proposed project for the replacement of curbs, sidewalks and pavement at a cost of approximately \$330,000. The RFID with sorter, tags and checkout stations has a cost estimate of \$128,000. He explained that the Library may partner with the Village for a new electronic sign board for the Village complex at an estimated cost of \$8,000. Details on the costs for the two major

projects (parking lot reconstruction and RFID) were provided. The parking lot reconstruction will need to go out to bid. Contingencies have been included in the cost estimate for the work. Further discussion can take place at the annual planning meeting and the items would be included as a part of the budget process. A discussion took place concerning the RFID and the proposed renovation for the circulation and reference areas. The purchase of the RFID with or without the sorter will influence the renovation project so a decision will need to be made on how to proceed. It was suggested that libraries with the technology be contacted to provide testimony on the benefits of the RFID system. Bids may come in lower than projected.

NEW ILLINOIS LAWS IN 2015

Director Jarzemsky stated that there are two new pieces of legislation that will impact the library. One is the requirement that the public be able to communicate with publicly elected trustees via e-mail and the second would allow public bodies relief from some FOIA regulations if the public body posts documents on their website. The library staff has addressed the method by which the public can contact the Board members and is planning to add additional documents to the library's website.

2015 IMRF RATE

The Illinois Municipal Retirement Fund (IMRF) employer contribution rate for calendar year 2015 is 13.15%. This is a slight reduction from the rate that was budgeted.

XI. ANNOUNCEMENTS

The Annual Planning meeting is scheduled for Saturday, February 14, 2015 at 9:00 a.m.

XII. EXECUTIVE SESSION:

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act.

At 8:55 p.m. Trustee Strutzel moved, and Trustee Hoyle seconded the **motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried by roll call vote. AYES: Trustees Strutzel, Hoyle, Clark, D'Amico, and Mallozzi. NAYS: None. ABSENT: Trustees Gaertner and Rothbaum.

The Closed Session was concluded at 9:03 p.m. at which time the regular meeting of the

Board reconvened.

XIII. APPROVAL OF MINUTES OF EXECUTIVE SESSIONS

Trustee Clark moved and Trustee Strutzel seconded the **motion** that the minutes of the Executive Sessions of May 8, 2013 and July 8, 2013 be approved and released. The motion carried by roll call vote. AYES: Trustees Clark, Strutzel, D’Amico, Hoyle, and Mallozzi. NAYS: None. ABSENT: Trustees Gaertner and Rothbaum.

XIV. DESTRUCTION OF VERBATIM RECORDS

Trustee Strutzel moved and Trustee D’Amico seconded the **motion** that the verbatim recording of the Executive Sessions of May 8, 2013 and July 8, 2013 be destroyed. The motion carried by roll call vote. AYES: Trustees Strutzel, D’Amico, Hoyle, Mallozzi and Clark. NAYS: None. ABSENT: Trustees Gaertner and Rothbaum.

XV. ADJOURNMENT:

Trustee D’Amico moved and Trustee Clark seconded the **motion** to adjourn the January 14, 2015 Library Board meeting at 9:07 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones