

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 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, Bonni Rothbaum, Ben Hoyle and David Strutzel. Absent: LeRoy Gaertner and Kelly Mallozzi. Also Present: Director Tim Jarzemsky and Village Trustee Jim King.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

The minutes of the January Board Meeting were reviewed. Trustee Strutzel moved, and Trustee Clark seconded the **motion**, that the minutes of the January 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 Hoyle seconded the **motion**, that the Board approve the payment of bills for the month of February, 2015 in the amount of \$74,865.16 and the transfer of approximately \$226,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Clark, D'Amico and Rothbaum. NAYS: None. ABSENT: Trustees Gaertner and Mallozzi.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reviewed the highlighted programs that took place in January at the library which included the "Snowflake Serenade" held on January 27th, the "Commit to Get Fit" program and the two Youth Services programs: "Time for Twos" and "Dinosauria." It was noted that the reach out programs that are not taking place at the library will now include a location map on the library's website.

VII. REPORTS (Continued)

MONTHLY STATISTICS

The Board reviewed the statistics for the month of January. The circulation report shows a decrease in circulation of 7% as compared to last year. Director Jarzemsky hopes that the renovation changes will help to improve the numbers. In response to a question raised at the last meeting, the e-book holdings were calculated incorrectly and an explanation was provided. In response to a question concerning the drop in numbers for eMagazines (Zinio), Director Jarzemsky stated that there will be a need to look at the trend lines. He reviewed the figures in regards to the use of the self-check machines and it was noted that a significant increase in use has occurred. All three new self-check machines are working perfectly and patrons are adapting to their use. The counts are based on a per item basis.

STANDING COMMITTEES

PERSONNEL - The Personnel Committee will need to meet following the annual meeting to set a maximum raise for the 2015/16 fiscal year budget.

POLICY – The Policy Committee did not convene concerning the Computer and Internet Policy. The Rules of Behavior Policy will need to be reviewed.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky stated that Trustee Rothbaum met with him to review the bids received for the renovation project and further discussion will take place under Unfinished Business. A rough timetable on the parking lot reconstruction was distributed to the Board and reviewed. Staff is working with DLA Ltd. Architects and the Library attorney to make sure all legal requirements are met. Staff also met with Village staff and the library will partner with the Village on some of the concrete work. The construction costs will be included in next fiscal year's budget. It is hoped that the bids will come in under the estimate. DLA Ltd. Architects will review the bids and help to determine an approved contractor. The timetable calls for the project to go to bid on March 3, 2015. The parking lot will be out of commission during the reconstruction. Patrons will be asked to park in the gazebo parking lot and staff will need to park on Milford. The library will need to be closed for approximately three days during the time that work is being done at the front of the library. The memorial bricks will be move into the statue garden area due to the fact that the front of the library is subject to winter salting. Weather will be a conditional factor on the project schedule. The majority of the work is scheduled to take place in May and should not interfere with the summer reading program that starts later in the summer. The concrete work will be done in stages.

VII. REPORTS (Continued)

LIAISON REPORTS

LINC – LINC will be meeting this coming Friday.

VILLAGE - Village Trustee King stated that Mayor Coladipietro recently gave a presentation to the Lions Club on developments occurring with the Village. He stated that the Village is looking at the northwest corner of Lake Street and Bloomingdale Road for the installation of some type of signage and structure. He explained what is being considered. The Old Town area is proposed to have improvements made to the site which will include new sidewalks, improved parking space and lighting. He described the area that will be included the proposed East Lake Street Tax Increment Financing (TIF) project. The Village has hired a new Village Planner to replace Mrs. Hernon who recently retired. Mr. Sean Gascoigne will be starting at the end of February. He described a project for a memory care facility. Stratford Square is proposing a \$30 million renovation and Trustee King gave a description of what the mall is proposing to do. He discussed the plans for the Indian Lakes passive park area. Village staff has been working to remove trees infested with the emerald ash borer and replace them with new trees at the same time. He stated that the bond rating for the Village was upgraded to AA+. He discussed some of the other ongoing projects that he had reported on earlier and provided updates. A question was raised concerning the possibility of a new electronic sign for the Village complex. Trustee King stated that he will investigate. It was noted that Roselle has a new sign.

Removal from the Roll: Village Trustee King leaves the meeting at 8:05 p.m.

FRIENDS OF THE LIBRARY – The Friends Spring Book Sale is to be held on March 14 and 15. Trustee D'Amico asked that the Board save their books and consider donating them to the Friends for the sale. Donation of books will be accepted the week before the sale. The Friends have a new president, Alexandria Contes. She is also the chairwoman for the book sale.

BIG - Director Jarzemsky reported on the Bloomingdale Intergovernmental Group meeting held on Thursday, January 22, 2015 that was hosted by School District 93 and held at their Early Childhood Center.

VIII. UNFINISHED BUSINESS:

APPROVAL OF RENOVATION BIDS

The Board reviewed the bids received for the renovation of the lobby and teen area. A discussion took place concerning the bids and a view of the area to be renovated was presented. Driessen Construction, who has worked for the Library on numerous successful projects, will oversee the construction work. The library furniture bids were discussed and changes were made because of costs. The library will reuse the current oak furniture. The total cost of the project is \$105,086. The focus of the project is to increase circulation by the use of a more prominent area for in-demand materials and to increase the convenience for patrons at the circulation area, to prepare for the future implementation of RFID technology and to bring more teens into the Library through the use of the latest technology and a comfortable surrounding. A description was given on the shelving proposed to be used for the in-demand materials and the proposed location. A discussion took place concerning the furniture that is being proposed for the teen area. The project will be funded through the Building Fund. A marketing plan is proposed to start the next day. The construction will take approximately two or three weeks. It is estimated that the work will be completed by April. Further discussion of the projects is planned to take place at the annual meeting of the Board. A snack area is being considered for the downstairs area near the glass cabinets. The glass cabinets will remain. Based upon the discussions, a **motion** was made by Trustee Rothbaum, seconded by Trustee Strutzel to approve the renovation bids as presented. The motion carried by roll call vote: AYES: Trustees Rothbaum, Strutzel, Hoyle, Clark and D'Amico. NAYS: None. ABSENT: Trustees Gaertner and Mallozzi.

RENOVATION MARKETING/PR PLANS

The Board reviewed the renovation marketing and public relations plans. The plan will be implemented and a discussion will take place with staff on such.

APPROVAL OF COMPUTER/INTERNET POLICY

The Computer/Internet Policy has been reviewed by the Board during the previous two Board meetings. The policy had been changed with input from the staff. Certain grammatical and spelling errors were brought to the attention of the Director and so noted and a correction to the policy verbiage on page three with the removal of the following “**up to a maximum five hours per day.**” Based upon the discussions, the following **motion** was made by Trustee Clark, seconded by Trustee Rothbaum, to approve the Computer/Internet Policy as modified. The motion carried by roll call vote: AYES: Trustees Clark, Rothbaum, Strutzel, Hoyle and D'Amico. NAYS: None. ABSENT: Trustees Gaertner and Mallozzi.

IX. NEW BUSINESS:

RULES OF BEHAVIOR POLICY – FIRST REVIEW

Director Jarzemsky stated that staff will be looking at the Rules of Behavior Policy. The Policy Committee will meet if necessary to discuss the staff recommended modifications. The existing policy was provided to the Board for their review. Some of the changes being considered are the inclusion of language concerning alcohol and drug problems and the additional of language on the prohibition of guns in the library.

1,000 BOOKS PROGRAM

Director Jarzemsky stated that the library is currently promoting the on-going program, “1000 Books Before Kindergarten.” A pamphlet describing the program was included in the Board packet. The program’s goal is to help promote the idea that caregivers should read to their children. The summer reading program software will be used to help track the reading milestones and prizes, donated by the Friends of the Bloomingdale Library, will be given based upon the reading milestones. All pre-schools in the area have been made aware of the program. Youth Services Director Lisa Palmer designed the program.

ANNUAL STATEMENT OF PROPERTY TAX PAYMENTS

Director Jarzemsky provided the Board with the letter from Gwen Henry, DuPage County Treasurer, which shows the annual statement of 2013 Real Estate Tax collected for and distributed to the Library. The County collected all of the money that was levied.

E-RATE CHANGES

Director Jarzemsky explained the e-rate changes made by the Federal Communications Commission (FCC) for 2015 for libraries and school districts. He stated that the program will focus on broadband and Wi-Fi access. The Library has filed for the discount and is expected to receive the full \$3,000 grant. The program is based upon the location of the library in relationship to the school district. The library is located in School District 13.

COMMUNITY READ BOOKS

The Library will again be participating in the Community Read program. The book chosen is “Delicious!” written by Ruth Reichl. Information on the book and author was provided to the Board.

LIBRARY GRANTS NEWS

Director Jarzemsky stated that Target has provided the library with an unrestricted grant of \$1,000. Target has decided to discontinue the Early Childhood Reading grants program. Previous grant funds from Target were used for the joint Storybook program with the Park

District. The Lion's Club is working with Macy's to administer a Reading is Fundamental (RIF) program. The Library has been providing information and is working with them.

X. ANNOUNCEMENTS:

Director Jarzemsky provided the Board with a letter of resignation from Trustee Gaertner. Trustee Gaertner's resignation is effect as of February 28, 2015. Director Jarzemsky explained the reasons for Trustee Gaertner's decision. The Board members expressed their gratitude to Trustee Gaertner for his service and noted that he would be truly missed. At the March meeting, a vacancy to the Library Board will be declared and the County will be notified. The Board can discuss the procedure they will follow to name a new member who must be a registered voter at that time.

XI. ADJOURNMENT:

Trustee Hoyle moved and Trustee Clark seconded the **motion** to adjourn the February 11, 2015 Library Board meeting at 9:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones