

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
APRIL 8, 2015**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:34 p.m.

**II. ROLL CALL**

Upon a roll call, the following Trustees present: Milton Clark, Sam D'Amico, Benjamin Hoyle, Bonni Rothbaum, and David Strutzel. Absent: Kelly Mallozzi. Also Present: Director Tim Jarzemsky, Village Trustee Jim King and Stephen Wright with DLA Architects Ltd.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

At the request of Director Jarzemsky, the Parking Lot Construction-Approval of Vendor and the Review of Library Trustee Candidate under New Business were moved to be heard following the approval of Treasurer's Report. Trustee Rothbaum moved, and Trustee Clark seconded the **motion**, that the agenda be approved as amended. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the March Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Clark seconded the **motion**, that the minutes of the March 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 Strutzel moved and Trustee D'Amico seconded the **motion**, that the Board approve the payment of bills for the month of April, 2015 in the amount of \$70,518.57 and the transfer of approximately \$296,700.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, D'Amico, Hoyle, Clark, and Rothbaum. NAYS: None. ABSENT: Trustee Mallozzi.

**IX. NEW BUSINESS:**

**PARKING LOT CONSTRUCTION – APPROVAL OF VENDOR**

Director Jarzemsky introduced Mr. Stephen Wright with DLA Architects, Ltd. Mr. Wright reviewed what took place at the March 26, 2015 bidding opening for the 2015 Parking Lot Re-Construction Project. Six bids were received and the lowest, responsive bidder was Accu-Paving Company of Broadview, Illinois. Mr. Wright stated that he has previously worked with Accu-Paving and they received very acceptable references. He explained that the base bid price with allowances was \$258,500. He explained that the \$40,000 allowance was designated for unforeseen conditions that may take place and require additional work. He

explained that the \$40,000 set aside dollars will not be used by the contractor unless approved and if no allowance money is used then the unspent dollars would be credited back of the Library. He discussed three alternates to the bid that he is recommending to be completed. The first involves work to be done to the loading dock exterior stairs which are need of replacement due to their poor condition. The second involves the southwest drive apron at Fairfield Way that is shared with the Village. This is the area where the pavers meet the road.

In discussion with the Village, the Village agrees to pay 75% of the costs for the improvement and the Library will be responsible for the remaining 25%. The third item involves the removal of lighted bollards along the north drive of the Village Hall. The Village has agreed to pay the total cost for this work. The Village's participation for improvements two and three are confirmed in an Email of Understanding dated March 30, 2015. Mr. Wright stated with the inclusion of these three alternate items, the project still comes in below budget at \$290,100. The project schedule was included in the meeting packet and reviewed. Upon approval of the project's contractor, Mr. Wright will setup a pre-construction meeting. It is anticipated that work will begin on May 4<sup>th</sup>. Based upon the discussion, Trustee Rothbaum moved and Trustee Strutzel second the **motion** to accept the bid and award the 2015 Parking Lot Reconstruction project contract to Accu-Paving Company of Broadview, Illinois including alternates No.1, 2 and 3 for a total amount of \$290,100.00. The motion carried by roll call vote: AYES: Trustees Rothbaum, Strutzel, D'Amico, Hoyle and Clark. NAYS: None. ABSENT: Trustee Mallozzi.

Mr. Wright leaves the meeting at 7:46 p.m.

## **REVIEW OF LIBRARY TRUSTEE CANDIDATE**

Director Jarzemsky explained the process that would be used to interview the prospective candidate for the vacant library trustee position. Prospective candidate, Ms. Alexandria Contes, introduced herself to the Board and answered questions put to her by Board members. Ms. Contes leaves the meeting at 7:55 p.m.

## **VII. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reported on the events that took place at the library in March. The program on the Myths & History of the Great Highland Bag Pipes by Kevin Chapman was well attended by thirty-seven (37) patrons. The "1000 Books Before Kindergarten" program is in its second month with twenty nine (29) children registered and 1,232 books read. The Library participated in a joint program with the Park District called the "Bunny Bash." The library gave out over 100 books to lucky winners of their "book walk." Director Jarzemsky went on to discuss other items contained in his report. There were no new staff changes or hires.

### **MONTHLY STATISTICS**

The Board reviewed the statistics for the month of March. The circulation report shows a decrease in circulation of 3% as compared to last year. Total circulation for the month was 28,308 and the total number of holdings is 456,731. The self-check usage was reviewed.

## **VII. REPORTS (Continued)**

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – The Rules of Behavior Policy will be discussed under Unfinished Business.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – The first floor renovations start on Monday. A meeting with the contractor is planned. The work should be completed in two (2) weeks. Director Jarzemsky discussed the proposed changes to the area during the construction. The self-check machines will remain. The circulation staff and work area will be moved to the Conference Room. The library has received no response from the public on the upcoming renovations.

### **LIAISON REPORTS**

**LINC** – The approval of the 2025/2016 LINC budget is to be discussed under New Business.

**VILLAGE** - Trustee King was present and reported on the projects taking place within the Village. The ordinance establishing the East Lake Street TIF was approved at the last Village Board meeting. He discussed the projects pending before the Plan Commission. Building permits have been issued for the construction of twenty-four (24) single family homes off of Springfield Drive. The construction of the Chick-Fil-A restaurant is awaiting approval from DuPage County on the traffic pattern. Construction of a Village sign at the northwest corner of Lake Street and Bloomingdale Road has begun. Discussions continue on the Indian Lakes Open Space project. He discussed the proposed Old Town streetscape plan. In response to questions, the Village sign at Lake Street and Bloomingdale Road will not be electronic and the Board is considering an electronic sign in front of the Village Hall. Trustee King leaves the meeting at 8:16 p.m.

**FRIENDS OF THE LIBRARY** – Trustee D’Amico stated that Ms. Contes did an excellent job as Chair of the Friends Spring book sale. The event was a huge success with \$2,400 in books sold.

**BIG** - The Chamber will be hosting the April BIG luncheon meeting on Thursday, April 23, 2015 at the Chamber office, 108 West Lake Street. Director Jarzemsky and Trustee Hoyle plan on attending.

## VIII. UNFINISHED BUSINESS:

### FISCAL YEAR 2015/2016 BUDGET REVIEW

Director Jarzemsky stated that the budget is planned to be approved at next month's meeting. He stated that the line items remain the same as in previous years. He stated that the personnel costs are not an exact number due to salary changes which would also affect social security and IMRF numbers. There has been a reduction in staff due to changes in departments which also affect the numbers. He stated that seventeen (17) employees are covered by health insurance which is provided through the Village. Reviews of staff are to be completed by the end of April. Postage is increasing but there has been savings through the use of e-mails. He discussed the proposed electronic renewals that will be taking place. He reviewed the draft budget and discussed line items that have either increased or decreased and explained the reasons for the changes. The 2014/2015 budget was \$2,970,124.62 and the proposed budget for 2015/2016 is estimated at \$3,002,796.39 or an increase of 1.5% over last year. Director Jarzemsky explained the reason why the appropriated dollar amount in the proposed budget is higher than the budget figure. The appropriation is the legal authority for the library to spend and this figure includes any unforeseen problems and what is expected to be spent. The library can not spend more than it appropriates. He discussed the levy information that was contained in the packet. The general levy to be collected in June, 2015 is \$2,736,665.00 from 2014. The valuation of properties in Bloomingdale for 2015 will not be known until April or May. He pointed out that the EAV is a three year blended rate. Based upon the 2014 levy, the library's share of a home valued at \$92,793 would be \$362.10. The Bloomingdale Township Assessor's office is predicting a 4% increase in the value of homes for next year. The levy approved in May would be applied to the property values. Director Jarzemsky discussed the revenue projections and the projects expected to take place in 2015/16. A discussion took place concerning the levy and the need to slowly increase the levy rate. The levy does not cover operating costs and surplus dollars have been used for the difference in the past. He explained that the library's general surplus should have enough dollars to cover at least nine months of operation costs. Director Jarzemsky stated that if any members of the Board had any further questions on the budget to contact him. The budget is expected to be approved at the May meeting.

### DIRECTOR'S REVIEW – DISTRIBUTION OF EVALUATION DOCUMENT

The Directors Evaluation documents were provided to the Board. The Director's goals for the past year were provided. A discussion on the Director's evaluation will take place at next month's Board meeting in an Executive Session.

### RULES OF BEHAVIOR POLICY APPROVAL

Director Jarzemsky stated that the "Rules of Behavior Policy" have been revised based on discussions. Trustee Hoyle moved and Trustee Strutzel seconded the **motion**, that the Board approve the Rules of Behavior in the Library policy. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, D'Amico, Clark, and Rothbaum. NAYS: None. ABSENT: Trustee Mallozzi.

## **IX. NEW BUSINESS:**

### **APPROVAL OF LINC 2015/2016 BUDGET**

A review of the proposed 2015/2016 LINC budget took place. Director Jarzemsky stated that nine libraries form the consortium and reviewed the budget as provided to the Board in Attachment G. Trustee Clark moved and Trustee Rothbaum seconded the **motion**, that the Board approve the LINC 2015/2016 budget as presented. The motion carried by roll call vote: AYES: Trustees Clark, Rothbaum, Hoyle, Strutzel, and D'Amico. NAYS: None. ABSENT: Trustee Mallozzi.

### **NON-RESIDENT CARD PROGRAM**

Director Jarzemsky stated that a library card can be purchased for one year and the cards go on sale May 1<sup>st</sup>. He went on to explain the policy that is regulated by the State. The homeowner non-resident library card fee is based on the Library's tax rate of .3786 multiplied by the assessed valuation of the property divided by \$100.00. A non-resident homeowner would be required to provide proof of the assessed valuation of their home by showing staff a copy of their most recent tax bill. A different method of calculating the fee for renters was also presented. The Medinah and Mallard Lakes residents are eligible to purchase a Bloomingdale Library card. The library's participation in the program will be reported to RAILS (Reaching Across Illinois Library System). Trustee Strutzel moved and Trustee Hoyle seconded the **motion**, that the Board approve the 2015/2016 non-resident public library card fee program as presented. The motion carried by roll call vote. AYES: Trustees Strutzel, Hoyle, Rothbaum, Clark and D'Amico. NAYS: None. ABSENT: Trustee Mallozzi.

### **RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FISCAL YEAR 2015/16**

Trustee Rothbaum presented Resolution No. 2014/2015-4 entitled "Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois."

Trustee Hoyle moved and Trustee D'Amico seconded the motion that said resolution as presented be adopted.

After a full discussion thereof, President Rothbaum directed that the roll be called for a vote upon the **motion** to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: Trustees Hoyle, D'Amico, Clark, Strutzel, and Rothbaum. The following Trustees voted NAY: None. Absent: Trustee Mallozzi.

Whereupon President Rothbaum declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois, which was done.

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

**PARKING LOT CONSTRUCTION – APPROVAL OF VENDOR**

The discussion and approval of the parking lot construction vendor took place immediately following the approval of the Treasurer's Report.

**TRANSFER TO BUILDING FUND**

Director Jarzemsky asked for approval to transfer some of the General Fund reserves to the Building Fund. He is suggesting a transfer of \$100,000.00. A discussion took place concerning the estimated year end balance unspent in the budget. Trustee D'Amico moved and Trustee Strutzel seconded the **motion**, to approve the fund transfer of \$100,000.00 from the General Fund into the Building Fund. The motion carried by roll call vote. AYES: Trustees D'Amico, Strutzel, Rothbaum, Clark and Hoyle. NAYS: None. ABSENT: Trustee Mallozzi.

**NOMINATIONS FOR RAILS BOARD OF DIRECTORS**

Director Jarzemsky stated that RAILS is asking for nominations for volunteer positions on the RAILS Board of Directors by April 10, 2015. There are three (3) public library trustee seats open. Board members can nominate themselves or another Board member.

**AUDIT 2015**

Director Jarzemsky stated that McGladrey, LLP will be acting as the auditors for the 2014/2015 audit. Initial meetings have taken place. Trustee Clark moved and Trustee Hoyle seconded the **motion**, to approve McGladrey, LLP as the Library's auditors for the 2014/2015 fiscal year report. The motion carried by roll call vote. AYES: Trustees Clark, Hoyle, D'Amico, Strutzel and Rothbaum. NAYS: None. ABSENT: Trustee Mallozzi.

**ELECTION OF OFFICERS – MAY**

Director Jarzemsky stated that a listing of the current officers was being provided to the Board. An election of new officers is scheduled for the May meeting. It was suggested that the Board members consider an officer position which is held for two years. The Board members who were elected in the April Consolidated Election will be sworn into office at the May Board meeting.

**INVESTMENT OF PUBLIC FUNDS REPORT FOR JANUARY – MARCH**

As mandated by State law, a discussion took place concerning the Library's investments as detailed in the written quarterly report. The report lists all investments, the location of the invested money and the market value. A discussion took place concerning the frozen IMET funds.

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

**EQUALIZED ASSESSMENT & TAX RATE**

Director Jarzemsky stated that included in the meeting packet was the official document from DuPage County on the EAV and the levy rate for next year.

**REVIEW OF LIBRARY TRUSTEE CANDIDATE**

The discussion and review of the library trustee candidate took place following the discussion of the parking lot construction vendor that took place immediately following the approval of the Treasurer's Report.

**X. EXECUTIVE SESSION:**

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (3); the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance as mandated by Section 2.06 of the Act.

At 9:12 p.m. Trustee Rothbaum moved, and Trustee Hoyle seconded the **motion** to enter into a Closed Session pursuant to the Open Meetings Act, Section 2 (c) (3); the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance as mandated by Section 2.06 of the Act. The motion carried by roll call vote. AYES: Trustees Rothbaum, Hoyle, Clark, D'Amico and Strutzel. NAYS: None. ABSENT: Trustee Mallozzi.

The Closed Session was concluded at 9:15 p.m. at which time the regular meeting of the Board reconvened.

**XI. APPOINTMENT OF 2015 BOARD VACANCY**

Trustee Rothbaum moved and Trustee Strutzel seconded the **motion** that Alexandria Contes be appointed to the Library Board as a Trustee to fill the current vacant Board position. The motion carried by roll call vote. AYES: Trustees Rothbaum, Strutzel, Clark, Hoyle and D'Amico. NAYS: None. Absent: Trustee Mallozzi.

**XII. ANNOUNCEMENTS:**

**XIII. ADJOURNMENT:**

Trustee Rothbaum moved and Trustee D'Amico seconded the **motion** to adjourn the April 8, 2015 Library Board meeting at 9:17 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Irene M. Jones