

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
AUGUST 12, 2015**

Prior to the start of the meeting, Village Clerk Jane Michelotti administered the oath of office to the newly appointed Trustee Sharon Schade. Congratulations were offered to her.

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, Alexandria Contes, Sam D'Amico, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade and David Strutzel. Absent: None. Also Present: Director Tim Jarzemsky.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

The minutes of the July Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Hoyle seconded the **motion**, that the minutes of the July 8, 2015 Regular Library Board meeting be approved as presented. The motion carried by voice vote with Trustee Strutzel abstaining.

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 August, 2015 in the amount of \$245,210.04 and the transfer of approximately \$425,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Rothbaum, D'Amico, Schade, Strutzel, Clark and Hoyle. NAYS: None. ABSENT: None.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Library's 40th Anniversary Celebration that was held on July 10th. State Representative Christine Winger attended the event and presented the library with a State proclamation in honor of the anniversary. Banners in recognition of the event are on display in the parking lot and a tri-colored beech tree was planted on the library grounds commemorating the anniversary. He described what took place that afternoon. No summer concert was held in June because of the parking lot renovations. The July 10th concert featured "Istvan & His Imaginary Band" and was well attended with members of the Friends of the Library helping. The Summer Reading program had 667 children registered with 332 children completing the program for a total of 5,340 hours read.

The program given by the Frog Guy, Wildlife Educator Randy Korb, was enjoyed by 143 children. Mr. Korb presented a separate program for children from Marklund between the scheduled programs. The children and caregivers were able to handle the amphibians. Director Jarzemsky reported on staff changes. Phil Schneider and Stacie Boskelly in the Circ/Tech Department have resigned and been replaced by Dianna Necka and Stephanie Licko. Lauren Peterson has started in the Youth Services Department as the new Youth Services Librarian. Further review took place on the various programs that took place in the library in the month of July. It was noted that 28 museum passes were given out and the outreach programs with schools has started.

MONTHLY STATISTICS

Circulation was down this month by seven percent which could be in part due to the parking lot construction. E-book and E-magazine circulation is up from last year. Director Jarzemsky discussed the new E-Read Service Center program. The program will integrate all e-books into one source. A patron will be able to look at the library's e-book collection and see if the book is available. Presently, the library houses two collections – Access 360 and My Media Mall. The marketing for this new feature will start in August.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – Commercial Use Policy – First Draft – This item is to be discussed under New Business.

FINANCE – No report.

BUILDING AND GROUNDS – RFID/Parking Lot Project – These items are to be discussed under New Business.

LIAISON REPORTS

LINC – No report.

VILLAGE - Director Jarzemsky announced that Mariano's will be coming to Bloomingdale. The store will be located in the Stratford Crossing Shopping Center in the former Dominick's Store location.

FRIENDS OF THE LIBRARY – The Friends Fall book sale will be held on September 12 and 13. At the ice cream social, new members joined. Trustee Contes asked if the Friends could sell their book bags at the front desk. Director Jarzemsky will look into it. The next meeting of the Friends will be October 21, 2015.

BIG - Trustee Hoyle attended the BIG meeting hosted by the Bloomingdale Fire Protection District on July 23, 2015. He gave a report on what occurred at the meeting.

VIII. UNFINISHED BUSINESS:

PER CAPITA GRANT REQUIREMENT

Director Jarzemsky stated that the library has been receiving the per capita grant in the amounts between \$23,000 and \$27,000. In order to continue receiving the grant, certain benchmarks are expected from the libraries to complete. But due to the State's failure to adopt a budget, a report will not be given until October. He plans to work with staff and discussed the requirements for the Trustees to complete as a part of the grant process. There have been times when the grant funds were reduced and/or delayed.

IX. NEW BUSINESS:

COMMERCIAL USE POLICY REVIEW

Director Jarzemsky stated that one area that has had issues at the library is commercial tutoring. He reviewed the policy and discussed the reasons for considering making changes. He has contacted neighborhood libraries to determine what their policy is on commercial tutoring and has solicited information from staff. The Board agreed that no money should be exchanged within the library for any reason. The Board does support learning. Director Jarzemsky stated that the Policy Committee should meet to review the policy. With the departure of former Trustee Mallozzi, the current member of the Policy Committee is Milton Clark. A list of Committees and Trustees members was provided. Director Jarzemsky asked that an additional member of the Board join since the Board committees have at least two members. Trustee Schade volunteered to be a member. Discussion took place concerning a broader meaning to the commercial use language and any suggestions to the language should be sent to either Director Jarzemsky or Trustee Clark. After the Policy Committee meets, a draft of the proposed policy will be presented to the Board in September or October.

SCAN-TO-FAX

Director Jarzemsky discussed a new service, scan-to-fax, that will be made available to patrons. A brochure providing instructions on how the scan-to-fax machine operates was provided to the Board. Patrons would be able to scan and fax documents and make payments through their library accounts. He explained the process as detailed in the brochure. He explained the reason for the new service and described the costs involved in the new service.

OFFLINE LEARNING

Director Jarzemsky stated that Adult Services Department Head, Julie Keating, has been looking at learning opportunities for patrons. The online learning programs now available are Gale Courses, Lynda.com, Brainfuse, Learning Express Library, and Pronunicator. He explained some of the aspects of the programs. He stated that schools have been made aware of the service.

IX. NEW BUSINESS: (Continued)

STAFF LOUNGE/WASHROOM RENOVATIONS

Trustee Rothbaum suggested that the Board take a tour of the staff lounge/washroom area which they did. Director Jarzemsky explained that no work has been done to this area for eleven years. Discussion took place on what staff might like to see. Meetings with Tiffany Nash, staff and Trustee Rothbaum will take place to discuss new ideas for an upgrade to the area. Money has been budgeted for the renovations.

CUSTOMER SERVICE STANDARDS

One of the goals from a previous in-service day was for the library to have a customer service standard. Included in the Board packet was the proposed BPL Customer Service Standards. This document would be printed and made available to staff and patrons. It also would be prominently displayed in the library. The proposed standards would be promoted during the upcoming in-service day. The goal is to provide the library with a professional staff that is friendly, helpful, responsive, informed and empowered in order to meet the needs of the patrons. The Board reviewed the proposed standards. Director Jarzemsky asked for input from the Board. The standards would be made a part of the Human Resources Manual. Based upon the review and discussion, the following motion was made: Trustee D'Amico moved and Trustee Strutzel seconded the **motion**, that the Board approve the BPL Customer Service Standards as presented. The motion carried by roll call vote: AYES: Trustees D'Amico, Strutzel, Contes, Rothbaum, Schade, Clark and Hoyle. NAYS: None. ABSENT: None.

LIBRARY LAW UPDATE

Director Jarzemsky shared with the Board the Library Law e-News that concerned OMA Training for new Trustees and Designation of OMA and FOIA Officers. Director Jarzemsky explained that all newly elected and/or appointed Trustees must complete the electronic Open Meetings Act (OMA) training. He asked that the newly appointed Trustees complete such training. Once completed, their certificate of completion should be given to him.

PARKING LOT PROJECT

Director Jarzemsky reviewed the punchlist items as contained in the letter of transmittal from DLA Architects, Ltd. Most of the items have been completed or will be resolved. He explained the one item concerning the cross slope of the sidewalks. The sidewalks will need to be torn out and replaced with slopes within the correct ADA limits. He explained what the work will consist of to make the repairs. It is not anticipated that the parking lot will be closed. Until all the work is completed, monies will be held.

IX. NEW BUSINESS: (Continued)

RFID

Director Jarzemsky stated that request for proposal/bids for the radio frequency identification (RFID) program is available on the library's website. Money has been budgeted for this program. Five vendors have contacted the library. The deadline for acceptance of proposals is August 21, 2015. Director Jarzemsky and Circ/Tech Services Department Head, Christine Sporleder, will review the bids. It is hoped that an award of the bid will take place at the September Board meeting to the lowest, responsive bidder. Director Jarzemsky explained what the RFID means and what happens when instituted. It will be a great means for inventory control. During the in-service day, staff will visit and tour libraries that have such a system in place. He named the libraries that have such a system.

X. ANNOUNCEMENTS:

Director Jarzemsky reminded the Board that the Library will be closed on September 18, 2015 for the In-Service Day. He gave copies of the Audit to the Board members and stated that it is available on the Library's website.

XI. ADJOURNMENT:

Trustee Rothbaum moved and Trustee Contes seconded the **motion** to adjourn the August 12, 2015 Library Board meeting at 9:05 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones