

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

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 August Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Contes seconded the **motion**, that the minutes of the August 12, 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 Strutzel seconded the **motion**, that the Board approve the payment of bills for the month of September, 2015 in the amount of \$54,560.55 and the transfer of approximately \$175,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Strutzel, Rothbaum, Schade and Hoyle. NAYS: None. ABSENT: Trustees Clark and D'Amico.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on the events that took place at the library in August, 2015. The final Summer Concert starring the band "Final Say" was held on August 14th. The concert had an attendance of 146 guests. He stated that the Library makes sure that the Village's special population from Marklund, Alden, etc. is taken care of so they can come and enjoy the concerts. The Ice Cream Social was a big success with over 1,000 patrons attending. He noted that one ride had a problem and the owner was made aware of the situation so that no problems will occur in the future. He reported on staff changes. Mr. Joe Latoria's last day was August 21st. A new Circ/Tech Clerk, Britta Grand, started on August 24th. Adult Services Department Head, Julie Keating, announced her retirement and he talked about her plans for the future. Nancy Kendzior, Program Coordinator in Adult Services, has resigned and taken a position with the Geneva library. Juriana Salinas, Office Manager, has taken a position with Lions Club International. He discussed the reasons for the departures and his role in the hiring of new personnel.

The Summer Reading program had 282 adults registered for the program, reading 1,175 books. 97 teens participated, reading 1,689 hours. 26 staff and board participated; logging in 212 books. Further review of his report took place on the various programs that took place in the library in the month of August. He reported on the fact that School District 15 has all new teachers tour the library.

MONTHLY STATISTICS

Circulation was down two percent as compared to last August. Director Jarzemsky noted that the circulation of books is up but DVD's are trending downward. The total holdings increased to 543,720 with an increase in eBooks at 86,376.00.

STANDING COMMITTEES

PERSONNEL - No report.

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

FINANCE – No report.

BUILDING AND GROUNDS – Staff Washroom/Lounge - Director Jarzemsky reported that plans are in the final stage and a design is being prepared. This area is exclusive to staff and the plans will stay within the budget. Plans do call for incorporating the ideas provided by staff. Another meeting of the committee is scheduled for tomorrow. Director Jarzemsky reported that he met with a patron to discuss his concerns on the number of handicap parking spaces. He suggested that the patron may wish to address his concerns to the Library Board at a meeting. He stated that the Library is in compliance with the ADA standards as far as the number of spaces. The patron asked that the dedicated thirty minute spaces be changed to handicap parking areas. Director Jarzemsky explained why this could not occur. He suggested that a design architect could study the parking lot to find ways to incorporate additional handicap parking. It was suggested that a survey by personnel be undertaken to determine how the current handicap parking is being utilized. Upon a determination of need, further consideration on action can occur.

LIAISON REPORTS

LINC – Report of July Board Meeting - The meeting minutes from the regular meeting of LINC on July 10, 2015 was included in the Board packet as Attachment E. Director Jarzemsky stated that a study is taking place on the future of LINC. The funding structure will need to be adjusted because of the departure of the Franklin Park Library from LINC. The study is looking into the cost benefits of merging with another library consortium. He gave a brief history of the formation of LINC. He discussed the benefits of obtaining LLSAP status. He explained that other libraries could be asked to join LINC that are currently not in a consortium. He explained which libraries in the area are not a part of a consortium and explained why Franklin Park is leaving to join SWAN.

VILLAGE - Director Jarzemsky will contact Director Scalera to see who may be attending Library Board meetings.

FRIENDS OF THE LIBRARY – The Friends Fall book sale will be held on September 12 and 13. There is a need for volunteers. A brochure on the sale was included in the Board packet. The next meeting of the Friends will be October 21, 2015.

BIG - The next meeting of BIG will be October 22, 2015 to be hosted by High School District 108.

VIII. UNFINISHED BUSINESS:

RFID – Bid Award

Director Jarzemsky stated that five (5) requests for proposal/bids for the radio frequency identification (RFID) program have been received and reviewed by Circ/Tech Services Department Head, Christine Sporleder, and himself. He distributed information on the analysis and cost breakdowns of the bids. Bibliotheca with Tagging Option 1 is the lowest bidder. He explained how the bids were reviewed using certain criteria as provided in the material. He responded to questions from the Board in regards to costs. The proposal does come in within budget. Bibliotheca's program is compatible with the self-check machines currently in the library. Trustee Rothbaum moved and Trustee Contes seconded the **motion**, that the Board approve the award of bid for the radio frequency identification (RFID) program to the lowest, responsive bidder, Bibliotheca with tagging option 1. The motion carried by roll call vote: AYES: Trustees Rothbaum, Contes, Schade, Strutzel and Hoyle. NAYS: None. ABSENT: Trustees Clark and D'Amico. It was noted that during the In-Service Day, staff will have an opportunity to tour libraries with the system.

COMMERCIAL USE POLICY REVIEW

Director Jarzemsky stated that the Policy Committee held a meeting on September 2, 2015 to review the Commercial Use of the Library policy. The minutes of the meeting were included in the Board packet as Attachment F. He stated that the Committee reviewed the Library's Mission Statement and Long Range Plan. Draft revisions were proposed. Director Jarzemsky read the proposed policy and discussed the changes. There is a need to have a policy to prohibit commercial uses without being too specific and for enforcement. Discussion took place concerning the ability of staff to refer individuals/groups to the group study room if necessary. He pointed out that the Library has a good relationship with commercial tutoring service companies located in Bloomingdale. Discussion took place concerning the structure of the language in the first paragraph – Policy Goal. The approval of the Commercial Use Policy was tabled to the next meeting.

IX. NEW BUSINESS:

SEPTEMBER LIBRARY CARD SIGN UP MONTH

Director Jarzemsky reported that the library is promoting September as National Library Card Sign Up month. A flyer on the promotion was included in the Board packet. The library is offering patrons who sign up for a new card or renew their current library card in the month of September, a free gift of a pen.

LIBRARY CIRCULATION STATISTICS ARTICLE

Director Jarzemsky stated that included in the Board packet was an article from the August, 2015 issue of the ILA Report entitled "Beyond Circulation." The article discussed the relevance of relying on circulation statistics to determine how a library is doing.

X. ANNOUNCEMENTS:

Director Jarzemsky reminded the Board that the Library will be closed to the public on September 18, 2015 for the In-Service Day. He reviewed the agenda for that day and reminded them that they can attend. Trustees Hoyle and Rothbaum do plan on attending the Breakfast and Staff Recognition portion of the day. The Friends of Library Fall Book Sale will be held this coming Saturday and Sunday, September 12 and 13. The Library is a member of the Character Counts! Coalition and October 13, 2015 has been declared as Character Counts! Day with an evening event planned for that day in Old Town Park.

XI. ADJOURNMENT:

Trustee Rothbaum moved and Trustee Contes seconded the **motion** to adjourn the September 9, 2015 Library Board meeting at 8:43 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones