

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
NOVEMBER 9, 2016**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:54 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 Strutzel moved, and Trustee Hoyle seconded the **motion**, that the agenda be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the October Board Meeting were reviewed. It was noted that the minutes should reflect on Page 4 under Investment of Public Funds Policy Review that sentence five should read: "The Policy Committee members agreed that it was **"not"** necessary for them to meet." Trustee D'Amico moved, and Trustee Schade seconded the **motion**, that the minutes of the October 12, 2016 Regular Library Board meeting be approved as corrected. The motion carried by voice vote.

**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 November, 2016 in the amount of \$121,516.11 and the transfer of approximately \$270,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Rothbaum, Strutzel, D'Amico, Schade, Clark and Hoyle. NAYS: None. ABSENT: None.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on the Halloween Party which was a great success. The weather was wonderful and the party was attended by over 1,000 people. The library's tent included five new games provided by Paul Johnson Amusements. He described the new games. The Library partnered again with the Village of Bloomingdale, the Bloomingdale Park District, the Bloomingdale Police Department and the Bloomingdale Fire Protection District to make it an enjoyable day for all. He commented on the highlighted programs "Chicago's Sweet Candy History" and "Halloween Spooktacular Storytime." Director Jarzemsky stated that a number of staff attended the Illinois Library Association Conference. Reports by staff on what they learned at the conference will be provided at the December Board meeting. The conference was attended by the largest contingency of Board members. Next year's conference will be in Tinley Park.

**MONTHLY STATISTICS**

Circulation was down this month in comparison to last year, but the number of visits and program attendance remains high. The total number of cardholders is 17,630 which is an increase over last year. The Board reviewed the other various statistics contained in the report.

## VII. REPORTS (Continued)

### STANDING COMMITTEES

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – No report.

### LIAISON REPORTS

**LINC** – Director Jarzemsky stated that a meeting is scheduled for Friday, November 11<sup>th</sup>. Every library within LINC except for St. Charles has approved and signed the Resolution and Agreement to join SWAN. St. Charles has a new library director and they do have until December 31<sup>st</sup> to decide whether to join or not.

**VILLAGE** - No report.

**FRIENDS OF THE LIBRARY** – The Friends will be helping at the Holiday Open House and decorating a tree for the Snowman Crossings.

**BIG** - The Library hosted the BIG meeting on Thursday, October 27<sup>th</sup>. The Mayor was in attendance and information was provided by those in attendance. Congratulations were extended to the Park District on their successful passing of their referendum. The Village of Bloomindale will be hosting the BIG meeting in January, 2017.

## VIII. UNFINISHED BUSINESS:

### APPROVAL OF INVESTMENT POLICY

Director Jarzemsky reviewed the investment policy with the Board. He stated what the objectives were and thanked the Finance Committee and Village Finance Director Gary Szott for their input and guidance. Board members pointed out certain changes and grammatical corrections. Director Jarzemsky noted the corrections/changes and stated that they will be incorporated into a final version. The Board was in agreement to move forward with the approval of the investment policy as amended. Trustee Hoyle moved and Trustee Strutzel seconded the **motion**, that the Board approve the investment policy as presented and amended at the meeting. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, Rothbaum, Clark, Contes, D'Amico, and Schade. NAYS: None. ABSENT: None. A short discussion took place concerning a conflict of interest policy. Director Jarzemsky stated that the library does not have such a policy but Department Heads are required to file an economic interest statement with the County every year and internal controls are in place on who handles funds and the segregation of duties which the auditors examine and report on every year during the audit process.

**IX. NEW BUSINESS:**

**PER CAPITA GRANT REQUIREMENTS**

Attachment F provides information on the Illinois State Library FY 2016-2017 Requirements for the Per Capita Grant. Director Jarzemsky stated that the Library does not qualify for an Equalization Grant and explained why. Staff will complete the grant application. The amount of money that the library will be receiving has been reduced but the time table for completion of the requirements and submittal for the grant has increased. At next month's meeting, discussion will take place on the requirements of the Board to identify and describe how the library funds are used to support educational programs and training as well as ways that the library fosters resource sharing.

**HOLIDAY CLOSINGS 2017**

Director Jarzemsky stated that included in the Board's packet (Attachment G) is a calendar with the dates that the Library will be closed in 2017. He reviewed the calendar with the Board. The Library is open on Sundays only during the school year. Trustee Clark moved, and Trustee Hoyle seconded the **motion**, that the Board approve the 2017 Library Closings dates as presented. The motion carried by voice vote.

**PLAYAWAY LAUCHPAD**

Director Jarzemsky stated that the Library has purchased the Playaway Launchpad which is a secure, pre-loaded learning tablet. The tablet comes with pre-loaded learning apps. It has a 7" high-definition touch screen, rubberized corners and can be checked out for two (2) weeks.

**SCARCE**

A presentation took place prior to the start of the meeting. Representatives from SCARCE as well as three members of the DuPage County Board were in attendance. The Library was given a proclamation and a participation flag. Information on SCARCE and the Library's initiatives are provided in Attachment I. It was suggested that the library look into purchasing rain barrels for the library. A discussion took place concerning the use of paper cups. Staff does use their own cups but patrons need to have cups with covers and they need to be affordable.

**X. ANNOUNCEMENTS:**

Director Jarzemsky stated that Glenbard District 87 invited the Board to the Centennial Celebration Open House that is to take place on Saturday, November 26<sup>th</sup> at Glenbard East High School from 10 a.m. to 4 p.m. The invitation was included in the Board packet as Attachment J.

The Library's Holiday Open House will take place on Tuesday, November 29 starting at 6:45 p.m. Breakfast and Brunch with Santa will take place on Saturday, December 10, 2016. Tickets went on sale on Monday, November 7<sup>th</sup>.

Director Jarzemsky stated that the Library may work with the Village next year on a Holiday – Village wide event in Old Town. The Library is looking at a permanent fixture to be located in Old Town. The library does have a kiosk of paperback books at the Bloomingdale Park District pool. The books are complimentary of the Bloomindale Public Library.

Trustee Rothbaum stated that she will not be in attendance at the January, 2017 meeting.

**XI. ADJOURNMENT:**

Trustee Rothbaum moved and Trustee Contes seconded the **motion** to adjourn the November 9, 2016 Library Board meeting at 8:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Irene M. Jones