

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 14, 2016**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:38 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 and Jamie Schingoethe.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Trustee Clark 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 November Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Contes seconded the **motion**, that the minutes of the November 9th, 2016 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 Clark seconded the **motion**, that the Board approve the payment of bills for the month of December, 2016 in the amount of \$52,116.42 and the transfer of approximately \$200,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Clark, Rothbaum, Strutzel, D'Amico, Schade and Hoyle. NAYS: None. ABSENT: None.

VII. REPORTS

LIBRARIAN

Director Jarzemsky Librarian's Report was Attachment C in the Board packet. He stated that the Holiday Open House attendance was higher than last year. The Lake Park Jazz Choir was very good. The Fire Department again provided transportation for Santa. Santa and Mrs. Claus rode on the back of one of their fire trucks. The lights and decorations were especially nice this year and Director Jarzemsky thanked the Village's Public Work's Department for all their assistance in putting up the lights. All the preparation for the event was done by staff. It was noted that the newly purchased LED lights looked very nice as decorations on the library trees. For the Snowman Crossing, Director Jarzemsky stated that eighteen (18) trees were decorated by community groups this year. Other enjoyable programs held at the library were the Zoo Ornaments Workshop where families made ornaments to decorate the library tree at Brookfield Zoo and the DIY Make & Take Fancy Brown Paper Gift Bag program. Youth Services had a storytime with a Turkey Tales theme. Terese Butera was hired as a Circ/Tech Clerk 1 in the

Circ/Tech Department. She started on November 19th. The Board recognized Director Jarzemsky's staff anniversary of thirteen (13) years. In response to a question, Director Jarzemsky stated that staff is working on the next book for "On the Same Page" program for next year. The Board reviewed the rest of the report with him.

MONTHLY STATISTICS

Book circulation was up this month in comparison to last year. DVD circulation was down but many users are using other platforms. eBooks and eAudiobooks continue to be popular. Discussion took place concerning Hoopla and the different patron uses and materials. Director Jarzemsky explained that popular movies will not be found at the time of release on Hoopla. Hoopla is a cost per use product and \$6,000.00 has been budgeted for purchases and that is the current limit. Old classics are available on Hoopla but most movies are two years behind their release date. It was suggested that the number of DVD's that could be checked out be increased. The Board reviewed the other various statistics contained in the report.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – Set future meeting date – With the Investment Policy updated, the next step would be for the Finance Committee to meet to discuss a process on investment options. The Committee is willing to meet and dates will be determined.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – Director Jarzemsky stated that a discussion on LINC will take place under Unfinished Business: LINC/SWAN Update.

VILLAGE - No report.

FRIENDS OF THE LIBRARY – The Friends volunteered at the Holiday Open House and some new members joined. They also donated the trees for the Snowman Crossing. Trustee Schade stated that she has information on a vendor who would pick up all the books the library has for sale and give the library a percentage of the monies raised from the book sales. She stated that she learned of this vendor at the ILA Conference. This vendor does all the work. The Friends would be interested in receiving more information about this vendor.

BIG - The Village of Bloomingdale will be hosting the BIG meeting in January, 2017.

VIII. UNFINISHED BUSINESS:

LINC/SWAN UPDATE

Director Jarzemsky gave an overview of what has been happening with the merger. He stated that the Executive Director of Swan, Aaron Skog, has provided information that he has been sharing with his members. Magic and LINC libraries are joining SWAN. Director Jarzemsky reported on the libraries that do not plan on participating. St. Charles Library is deciding this evening whether to join or not. A recommendation was made that SWAN accept all of the libraries. A vote of SWAN members will take place during the month of January with online voting to be completed by January 31st on the matter. Bloomingdale will know by the February meeting if accepted. SWAN members are in favor of charging a \$5,000 impact fee to join. The Libraries would not be paying directly but grants through RAILS would provide the funds. Director Jarzemsky explained the reasons for charging the impact fee. All LINC libraries will have a reduction in fees upon joining SWAN. This would be a large consortium which would give patrons more resources. He explained how and why RAILS would pay for the impact fees. Any fund balance left after the dissolution of LINC would be given back to the members. LINC is on the planning path for its dissolution.

PER CAPITA GRANT REQUIREMENTS

Attachment F provides information on the Illinois State Library FY 2016-2017 Requirements for the Per Capita Grant and the responses. Director Jarzemsky stated that staff will complete the grant application and has been working on reviewing the requirements. The amount of grant money that the library has been receiving has been reduced but is still a benefit. Discussion took 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 the library fosters resource sharing. The EDGE Assessment completed in 2014 will be included in the Per Capita Grant application submittal. The Trustees responses to their requirements are contained in the last page of Attachment F. The Board members were in agreement that what was contained in Attachment F is the proper response to their portion of the grant application and the discussion that took place at this meeting.

IX. NEW BUSINESS:

VILLAGE CO-SPONSORED EVENTS

Director Jarzemsky stated that the Library is again asking for the Village to co-sponsor annual special events (Ice Cream Social, Halloween Party and Holiday Open House) and the Gazebo Summer Concerts Series. The letter to the Village contains information on the number of individuals who attended the events last year and a thank you for their past support. The Library is asking for \$5,500.00. It was noted that the Village has been given credit for the sponsorship of the events. The letter will be forwarded to the Village for inclusion in the Village's budget discussions. Trustee Rothbaum moved and Trustee Strutzel seconded the **motion**, that the Board approve the letter to the Village in regard to the request for funds for the FY 17-18 co-sponsored events as detailed in same. The motion carried by roll call vote: AYES: Trustees Rothbaum, Strutzel, Contes, Clark, D'Amico, Schade and Hoyle. NAYS: None. ABSENT: None.

IX. NEW BUSINESS: (Continued)

ANNUAL PLANNING MEETING – NEED TO SET DATE IN JAN/FEB

Director Jarzemsky suggested the dates of January 21st, February 4th and February 18th, 2017 for the annual planning meeting. After a brief discussion, it was agreed that the meeting take place on February 18th, 2017. Trustee Strutzel will not be able to attend but the other members will be available. The meeting will be held between 9:00 a.m. and 1:00 p.m. The library will provide breakfast. Trustee Hoyle moved and Trustee Rothbaum seconded the **motion**, that the Board approves the date of February 18th, 2017 for the annual planning meeting. The motion carried by voice vote.

2016/2017 SNOW & ICE CONTROL PROCEDURES

Director Jarzemsky stated that the Library is very grateful for the help that the Village provides in snow removal. The Village does a very good job in cleaning the parking lot and sidewalks and has been very responsive to any concerns about ice or snow problems. The snow and ice procedures are provided so that there is a clear communications structure.

2017 IMRF RATES

Director Jarzemsky stated that the IMRF rate is down slightly. Based on the IMRF determination, the 2017 IMRF rate is estimated to be 12.84%. The rate was estimated for budget purposes. He explained which rates will be used during the Library's budget year.

IMET UPDATE

Director Jarzemsky stated that included in the Board's packet (Attachment K) is an IMET update. Criminal proceedings took place against the perpetrators of the fraud and they were found guilty. The conviction carries a penalty of \$250,000. As of December 6th, 2016, the Overall Receiver had a cash balance on hand of \$75,217,000 but no partial distribution will be made. Further discussion will take place at the IMET Board meeting. The Library is staying on top of the situation.

TIF JOINT REVIEW BOARD MEETING

Director Jarzemsky reported on the annual Joint TIF Review Board meeting given by the Village on November 30th, 2016. He stated that the Village is using as an economic development incentive for the East Lake Street TIF. He provided an explanation of the area involved in this TIF.

STAFF HIGHLIGHTS FROM ILA CONFERENCE

Staff provided the Board with highlights of their experiences at the ILA Conference held in Rosemont. Registration and meals were paid for by the library. Next year's conference will be held in Tinley Park. All Board members are invited to attend.

X. ANNOUNCEMENTS:

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

Sign ups for the Winter Reading Program takes place next month.

Incumbents running for Board positions at the April Consolidated Election have until Monday to file their petitions.

XI. ADJOURNMENT:

Trustee Hoyle moved and Trustee D'Amico seconded the **motion** to adjourn the December 14th, 2016 Library Board meeting at 8:33 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones