

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JANUARY 13, 2016**

I. CALL TO ORDER

The meeting was called to order by Library Vice President Milton Clark at 7:31 p.m.

II. ROLL CALL

Upon a roll call, the following Trustees were present: Milton Clark, Alexandria Contes, Sam D'Amico, Benjamin Hoyle, Sharon Schade and David Strutzel. Absent: Bonni Rothbaum. Also Present: Director Tim Jarzemsky.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

The minutes of the December Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Contes seconded the **motion**, that the minutes of the December 9, 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 D'Amico seconded the **motion**, that the Board approve the payment of bills for the month of January, 2016 in the amount of \$48,278.80 and the transfer of approximately \$205,000.00 for bills and salaries. A question was asked concerning the restricted cash. The restricted cash refers to the IMET General Fund. Another question was raised concerning the credit card processing fee. Director Jarzemsky explained that patrons are not charged for paying this fee for the payment of fines. The library pays for the service. He explained what the Library's credit card is used for and by whom. A question was also asked concerning the disbursement amount and an answer was given. The motion carried by roll call vote: AYES: Trustees Contes, D'Amico, Clark, Hoyle, Schade and Strutzel. NAYS: None. ABSENT: Trustee Rothbaum.

VII. REPORTS

LIBRARIAN'S REPORT

Director Jarzemsky reported on events taking place at the library during the month of December. Director Jarzemsky stated that the Breakfast and Brunch with Santa was well attended with 133 people at the breakfast and 150 at the brunch. He thanked Mr. Don Helmig of the Bloomingdale Golf Club for the wonderful job he did and the staff that made the plans and handled the event so well. An account of the programs was given. The Holiday Open House that was held on December 1st had 500 people in attendance and everyone had a great time. Congratulations were extended to Director Jarzemsky on his twelve (12) years with the library. The Director stated that the activities of each department were highlighted in his report. The Exam Cram has become a very popular program for high school students who attend Lake Park High School. Jessica Frazier has been working very hard at making this such a great program. A description of what took place at this three day program was given and who participated and why. The holiday family programs, Red and Green Magic Show, with 55 in attendance and Grinchmas Wholiday Storytime also proved to be popular with 86 in attendance. Director Jarzemsky explained an outreach program called Bookbin. Heidi Knuth has been visiting different locations within the Village and offering them bins filled with withdrawn or donated books, puzzles, puppets, etc. that children might be interested in while their parents are conducting business at the location. The bins are presently located at T-Mobile, Bank of America, the post office, Chase Bank, Heartland Blood Center and other locations. The staff is continuing to make visits to businesses offering the bins. There is no cost to the businesses.

MONTHLY STATISTICS

Circulation statistics show an increase in the popularity of eBooks and eAudiobooks. The total library holdings are 594,449 with the number of cardholders at 17,554. The self-check usage statistics shows a continued increase of use of the machines. It was suggested that a section of DVD area be turned into a "best sellers you may have missed" shelf. It would be a method to expand the selection for patrons. Questions were asked concerning the DVD poster which Director Jarzemsky will look into. Director Jarzemsky explained how patrons are counted. Renewals of materials are up. He explained the automatic renewal process for library cards.

STANDING COMMITTEES

PERSONNEL - Plan for 2016/17 Salaries - The Personnel Committee will need to convene a meeting to discuss salary revisions. Trustees D'Amico and Hoyle serve on the committee. Director Jarzemsky would like to bring the information to the Board at the February or March Board meeting. Director Jarzemsky will provide the Committee with salary and inflation reports and further information as in past years.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Staff Lounge/Washroom Update – Director Jarzemsky reported that they are close to being done with the updates. Attachment E contained in the Board packet provides information on the work that has been done. He stated that the lounge should be open to staff by January 25th. He explained what appliances will be purchased. He thanked Kelly Cusack for the work that he has done with the contractor to make sure all work was done properly and Abby Budzynski who has been instrumental in having staff designs implemented.

LIAISON REPORTS

LINC – The LINC meeting minutes from the November Board of Directors meeting was included in the Board packet. He stated that LINC will merge with another consortium. The Board is working on changing the by-laws and a merge may happen within two (2) years. There should not be a big change to the present conditions. A discussion took place concerning LINC personnel and what downsizing efforts are taking place.

VILLAGE – Director Jarzemsky stated that Trustee Ackerman had provided a written report on events and projects happening within the Village. He read the report to the Board and noted that Trustee Ackerman will be glad to respond to any questions if the Board would like to contact him.

FRIENDS OF THE LIBRARY – The next Friends meeting is January 20th at 7:00 p.m. in Meeting Room B. The Friends have a dozen new members. Election of officers will be held at the upcoming meeting.

BIG – The next BIG meeting is scheduled for January 28, 2016 at Noon to be hosted by the Bloomingdale Chamber of Commerce. Director Jarzemsky plans to attend. Trustee Hoyle also stated that he would attend. Director Jarzemsky informed the Board that Director Jane Hove is stepping down and the process has begun for the hiring of a new director. The Library will be hosting the BIG meeting on October 27, 2016.

VIII. UNFINISHED BUSINESS

REVIEW OF MATERIALS SELECTION POLICY - UPDATE

Director Jarzemsky stated that the policy has been updated and reviewed by staff. Most of the changes involved the updating of the policy. He reviewed the proposed changes that staff has prepared within the policy. Materials and collections that are obsolete or are not being replaced have been eliminated from the policy. A discussion took place concerning the method used to have as many best-selling books available to patrons through the rental of books. The Policy Committee was in agreement that the approval of the policy be done at the next library board meeting. Trustee Clark noted one change to the verbiage on page 3. “Young People” should be changed to “Young Adults.” Appendix A contains the Library Bill of Rights as adopted by the ALA Council in 1981. Also included in the policy is a “Request for Reconsideration” form that a patron may use for those who may question the library’s material. He stated that no patron has ever questioned materials but it would benefit the library to have that form within the policy. If a request is made by a patron who

does not live in Bloomingdale, their request would be considered but no action would take place. If the Board has any other changes or questions on the policy, they should contact him. The Materials Selection Policy will be included in the February meeting agenda for approval.

IX. NEW BUSINESS

INVESTMENT OF PUBLIC FUNDS REPORT FOR OCTOBER – DECEMBER

As required by State Statute, a quarterly report is to be provided to the Library Board. The October to December quarterly report was presented and Director Jarzemsky reviewed same with the Board. He explained what the accounts are used for and how the Library meets the stated State policy guidelines.

KARA FOUNDATION DONATION

A donation in the amount of \$1,000.00 was received from the Kara Foundation. Director Jarzemsky stated that he has sent a letter of thanks to them. He explained that the funds are rotated through departments. The Board expressed their appreciation of the donation and the Kara Foundation's support.

STATEWIDE LIBRARY CERTIFICATION

Director Jarzemsky was pleased to report that the Library has successfully completed and submitted their certification thus fulfilling the regulatory obligation to the Illinois State Library.

2016 IMRF RATE

The Illinois Municipal Retirement Fund (IMRF) employer contribution rate for calendar year 2016 is 13.31%. This is a slight reduction from last year's rate of 13.51%. He explained how the rate is determined.

RFID UPDATE

Director Jarzemsky explained the role of staff in tagging the materials in the Library. He thanked Christine Sporleder, Circulation and Technical Services Department Head, for her efforts and the rest of the staff for the work they have done in implementing the program. 85% of the collection will be tagged by the equipment delivery date of February 1st. Every item will be tagged. The tagging cart is planned to be returned since the lease has expired. Installation is scheduled for February 1st and should be completed by the end of that week. In response to a question, rental books are tagged. No confidential information is stored on the tag. No patron information is ever found on the tag. He explained how the tag is encrypted and the checkout process. In response to a question, a tagging report can be generated to show what is on the shelf and what materials have not been checked out after five (5) years. He explained that even though some materials may not have been checked out during that time period they still may have value and use within the library.

FOOD FOR FINES PROGRAM

Director Jarzemsky stated that Circulation/Technical Services Department Head, Christine Sporleder, provided a recap of what has occurred over the years on the Library's annual "Food for Fines" program. Director Jarzemsky is proposing that the program continue. Patrons will be able to remove one fine for every one donated item. The food items need to match the number of fines. He noted that April is a slow month for food donations to the Bloomingdale Township Food Pantry and the donations are greatly appreciated. The Board had no objections to the proposed program. Trustee D'Amico moved and Trustee Hoyle seconded the **motion** to authorize the month of April as the "Food for Fines" month and approve the program as proposed. The motion carried by roll call vote: AYES: Trustees D'Amico, Hoyle, Clark, Contes, Schade and Strutzel. NAYS: None. ABSENT: Trustee Rothbaum.

STATEMENT OF ECONOMIC INTEREST

Director Jarzemsky stated that the DuPage County Clerk's office has instituted a new procedure for administering the Statement of Economic Interest requirement. Individuals who need to complete statements of economic interest will now be required to do so via e-mail. He explained the new procedure. The completed statement must be returned to the County Clerk's office by May 1, 2016. In that regards, Director Jarzemsky has asked that the Board look for instruction from the County on this matter in their e-mails.

BUILDING FUND TRANSFER

Director Jarzemsky asked for approval to transfer some of the General Fund reserves to the Building Fund. He is suggesting a transfer of \$370,000.00. A discussion took place concerning the estimated year-end balance unspent in the budget and the proposed projects for FY15/16. Trustee Strutzel moved and Trustee Clark seconded the **motion**, to approve the fund transfer of \$370,000.00 from the General Fund into the Building Fund. The motion carried by roll call vote. AYES: Trustees Strutzel, Clark, D'Amico, Schade, Contes and Hoyle. NAYS: None. ABSENT: Trustee Rothbaum.

LEGISLATIVE UPDATES

Director Jarzemsky stated that there is one new piece of legislation (Senate Bill 0318) that will have a large impact on the library and municipalities. He explained that the bill calls for the freezing of the levy and how this would have an effect on future budget plans. The library would have fewer options. If the bill should pass, the state would not allow a change to the levy extensions. There are other bills pending that would have different freezes of the levy as well.

BPL SNOW/ICE PARKING RESPONSE PLAN

The library relies on the Village to plow the staff and library parking lots. The library does have salt and shovels for the front door walk. The Village maintains the sidewalks. He discussed the problems that occurred following the last snow storm in which some of the

staff got stuck in the back staff parking lot.

BPL SNOW/ICE PARKING RESPONSE PLAN (Continued)

A draft of changes to the snow/ice parking response was included in the packet. In the event of a snow storm, staff will be asked to not park in the access drive but to park in the street or the gazebo lot. If the storm is predicted to be worse or worsen, staff will be asked to move all cars on both the access drive and the staff parking lot.

X. EXECUTIVE SESSION:

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act.

At 9:02 p.m. Trustee Clark moved, and Trustee Contes seconded the **motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried by roll call vote. AYES: Trustees Clark, Contes, Strutzel, Hoyle, D'Amico, and Schade. NAYS: None. ABSENT: Trustee Rothbaum.

The Closed Session was concluded at 9:08 p.m. at which time the regular meeting of the Board reconvened.

XI. APPROVAL OF MINUTES OF EXECUTIVE SESSIONS

Trustee Hoyle moved and Trustee Strutzel seconded the **motion** that the minutes of the Executive Sessions of May 14, 2014 and July 9, 2014 be approved and released. The motion carried by roll call vote. AYES: Trustees Clark, Strutzel, D'Amico, Hoyle, Contes and Schade. NAYS: None. ABSENT: Trustee Rothbaum.

XII. DESTRUCTION OF VERBATIM RECORDS

Trustee D'Amico moved and Trustee Schade seconded the **motion** that the verbatim recording of the Executive Sessions of May 14, 2014 and July 9, 2014 be destroyed. The motion carried by roll call vote. AYES: Trustees Strutzel, D'Amico, Hoyle, Contes, Schade and Clark. NAYS: None. ABSENT: Trustee Rothbaum.

XIII. ANNOUNCEMENTS

The Annual Planning meeting is scheduled for Saturday, February 20, 2016 at 9:00 a.m. in Meeting Room C.

XIV. ADJOURNMENT:

Trustee Strutzel moved and Trustee D’Amico seconded the **motion** to adjourn the January 13, 2016 Library Board meeting at 9:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones