

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 10, 2016**

I. CALL TO ORDER

The meeting was called to order by Library President Bonni Rothbaum at 7:30 p.m.

II. ROLL CALL

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

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Director Jarzemsky suggested that under Standing Committee Reports – Building and Grounds, the Board take a trip downstairs to view the renovated staff lounge and then upstairs to observe and test the new RFID system. Trustee Hoyle moved, and Trustee Contes seconded the **motion**, that the agenda be approved as amended. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the January Board Meeting were reviewed. Trustee Contes moved, and Trustee Clark seconded the **motion**, that the minutes of the January 13, 2016 Regular Library Board meeting be approved as presented. The motion carried by voice vote with Trustee Rothbaum abstaining.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Contes moved, and Trustee Hoyle seconded the **motion**, that the Board approve the payment of bills for the month of February, 2016 in the amount of \$139,600.97 and the transfer of approximately \$295,000.00 for bills and salaries. A question was asked concerning the general fund and answered. The motion carried by roll call vote: AYES: Trustees Contes, Hoyle, Clark, Rothbaum, Schade and Strutzel. NAYS: None. ABSENT: Trustee D'Amico.

VII. REPORTS

LIBRARIAN'S REPORT

Director Jarzemsky discussed the highlights of events that occurred in January at the library. The program, "Tea 101" program was given as a part of the celebration of National Hot Tea Month. Samples of different teas were provided to 35 attendees. A very popular family program was "Noodles the Wonderdog." The former shelter dog performed a variety of tricks before an attendance of 124. The program received very positive feedback. Also, children made valentine cards for veterans and those currently serving in the military. Sixty-three (63) cards were collected and delivered. Discussion took place concerning how programs were advertised. Director Jarzemsky stated that they are advertised in the Almanac, on the Library's website and Facebook page and the kiosk located in the library lobby. A suggestion was made to provide a Windows 10 computer program for patrons. Director Jarzemsky gave an explanation on last month's question concerning the DVD poster.

MONTHLY STATISTICS

Director Jarzemsky discussed the monthly statistics report with the Board.

STANDING COMMITTEES

PERSONNEL - Plan for 2016/17 Salaries - The Personnel Committee met and reviewed how the merit increases will affect the budget. A full report and discussion will take place under New Business – Set Max Raise for FY2016/2017.

POLICY – The Materials Selection Policy is to be discussed under Unfinished Business.

FINANCE – No report.

BUILDING AND GROUNDS – Staff Lounge/Washroom/RFID Tours – Director Jarzemsky and the Board went downstairs and took a tour of the newly renovated staff lounge. He explained what items still need to be put into place. Then the Board members proceeded upstairs to examine and test the newly installed RFID system. Board members took turns returning books and examining how the system operates. Circulation and Technical Services Department Head Christine Sporleder was present and answered questions of the Board members on the system.

LIAISON REPORTS

LINC – Minutes from December 11, 2015 Meeting - The December 11, 2015 meeting minutes of LINC were included in the Board packet. Director Jarzemsky gave a recap of the meeting. The LINC by-laws are currently being revised. LINC will have the option to continue to be a stand-alone organization or merge into another consortium such as SWAN.

VII. REPORTS (Continued)

LIAISON REPORTS

VILLAGE – Village Trustee Vince Ackerman introduced himself to the Board. He reported on the recent changes occurring in the Village. He stated that the DuPage Medical Group plans to build a new building next to their current location near Stratford Square Mall. Further down Springfield Drive, a new housing development has been approved. Eighty (80) homes in the \$300,000 range are planned. The site plan is currently being worked on with individual homes located on zero lots. The homes will be in School District 93. Improvements are beginning in Old Town. Christopher B. Burke Engineering Ltd. has been retained as the construction manager to complete the project. The project is proposed to start March 1, 2016 and be completed by the end of July. He detailed what improvements are being planned as a part of the project. The Village is working with the Park District on the plan. Trustee Von Huben has been instrumental in bringing a Farmer's Market to Bloomingdale this summer. The Market will be located in the southwest corner parking lot located on Third and Schick Road. It will be open on Thursdays from 3 p.m. to 7 p.m. The Village signed a long-term lease for the Old School House (108 W. Lake Street) with Pan American Bank. The Bloomingdale Chamber of Commerce will be looking for a different location. Director Jane Hove is leaving and the Chamber is looking for a replacement. In response to questions, Marinano's has not taken out permits but the plan is for an opening in 2017. They have signed a lease for the space. Texas Roadhouse has been approved but no permits have been issued. The Board members stated that the new entrance sign is very nice. Trustee Ackerman stated that an entrance sign is planned into the Old Town area at Lake and Third Street. The Plan Commission is reviewing a change to the sign ordinance to allow for electronic signage for governmental entities. Director Jarzemsky stated that the library is willing to cost share some of the costs for such a sign at the Village Hall. He stated that two families from the new subdivision along Springfield Drive have come in for library cards. Library President Rothbaum thanked Trustee Ackerman for attending the meeting and providing the information. Trustee Ackerman stated that the Park District lost a Trustee and they are accepting applications until the 19th. The information is posted on the Park District website.

Removal from the Roll: Village Trustee Ackerman leaves the meeting.

FRIENDS OF THE LIBRARY – The Friends are working on the Spring Book Sale that will be taking place on Saturday, March 12 and Sunday, March 13. The membership in the Friends has grown with twenty (20) new members. The Friends encourage that books be brought to the Library for sale the week prior.

BIG - The January 28, 2016 BIG meeting took place at the Chamber office. Director Jarzemsky gave a summary of what each member presented at the meeting.

VIII. UNFINISHED BUSINESS

APPROVAL OF MATERIALS SELECTION POLICY

Director Jarzemsky stated that the Materials Selection Policy is a foundational policy and does not generate a lot of interest by patrons but the principals and rules for addressing any concerns on material selections by a patron are established in the policy. The Board further reviewed the policy and discussion took place on additional changes to the verbiage. Director Jarzemsky will make the necessary changes to the policy as recommended by the Board. Based upon the discussion, Trustee Rothbaum moved and Trustees Contes seconded the **motion** to approve the Materials Selection Policy with the recommended verbiage changes as discussed. The motion carried by roll call vote: AYES: Trustees Rothbaum, Contes, Hoyle, Clark, Schade and Strutzel. NAYS: None. ABSENT: Trustee D'Amico.

IX. NEW BUSINESS

ANNUAL STATEMENT OF PROPERTY TAX PAYMENTS

Director Jarzemsky provided the Board with the letter from Gwen Henry, DuPage County Treasurer, which shows the annual statement of 2014 Real Estate Tax collected for and distributed to the Library. The County collected all of the money that was levied.

PROPERTY TAX PAYMENT TRANSFERS

Director Jarzemsky reported that the Illinois Funds is no longer accepting "Third Party Deposits." This is a structural change and explained that the tax payments from DuPage County are considered "Third Party." He stated that the first check from DuPage County for taxes would be in June. He will study alternatives to the depositing of the funds and report back to the Board.

MONARCH AWARD

Director Jarzemsky informed the Board that employee, Katie Richart, has received the Monarch Award and explained what the award is based upon. The library has funded some of her travel expenses but only for travel in Illinois.

SPECIAL EVENTS CALENDAR

The Special Events Calendar for 2016 was reviewed and a recap of all the major special events was given.

CHRISTINE WINGER THANK YOU LETTER

The Board packet contains a letter of thanks from State Representative Christine Winger for the hosting of the Senior Advisory Council Meeting held at the Library.

SET MAX RAISE FOR 2016/17 FY

The minutes of the Personnel Committee meeting of January 22, 2016 were included in the Board packet. The determination of the percentage of raises is a necessary component of the budget process. The salary program is a combination of a cost of living and merit raises. Director Jarzemsky explained how raises are given to employees and how employees can receive a higher raise based on evaluation scores. The data provided included recent inflation data, industry and cost of living figures. A history of past raises was also included. Trustees Sam D’Amico and Ben Hoyle met as the Personnel Committee and a discussion took place concerning the data provided. It was noted that the economy has not change from last year. Trustee D’Amico did raise concerns about the possible property tax levy freeze. A discussion took place concerning the possible property tax freeze. Director Jarzemsky stated that reserves could be used to offset any difference with a freeze. There are no new positions anticipated within the library. A discussion took place concerning the percentage of raise to be given. The recommendation is between 2.5% to 3%. **Motion** by Trustee Strutzel, seconded by Trustee Contes, to approve a maximum raise of up to 3% for fiscal year 2016/2017. The motion carried by roll call vote: AYES: Trustees Strutzel, Contes, Hoyle, Clark, Schade and Rothbaum. NAYS: None. ABSENT: Trustee D’Amico. Director Jarzemsky stated that a draft budget will be presented to the Board in March.

No Closed Session was held.

X. ANNOUNCEMENTS

The unveiling celebration of the new Staff Lounge will take place on Monday, February 15th at 2:00 p.m. The Board was invited to attend.

The Friends of the Library Spring Book Sale will be held on March 12 and 13th.

XI. ADJOURNMENT:

Trustee Rothbaum moved and Trustee Clark seconded the **motion** to adjourn the February 10, 2016 Library Board meeting at 9:23 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones