

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

**I. CALL TO ORDER**

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

**II. ROLL CALL**

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

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

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

**V. APPROVAL OF MINUTES**

The minutes of the February Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Schade seconded the **motion**, that the minutes of the February 10, 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 Strutzel moved and Trustee Hoyle seconded the **motion**, that the Board approve the payment of bills for the month of March, 2016 in the amount of \$61,025.54 and the transfer of approximately \$221,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Schade, Clark, D'Amico and Rothbaum. NAYS: None. ABSENT: Trustee Contes.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on the events that took place at the library in February. The Winter Concert performed by the DuPage Band had an attendance of 45. The program was very well received. The program "Become the Pro! Juggling" performed by juggler Jason Kollum had 96 children in attendance. This event took place on President's Day when students were off from school. The DuPage Children's Museum brought their interactive portable museum exhibits to the Library on February 22<sup>nd</sup> and 42 were in attendance for the event. Brenda Levin, the homebound librarian, retired as of February 24<sup>th</sup>. The Board reviewed the different programs in the various departments. Director Jarzemsky provided additional information on the HeartSaver CPR Program. The program

may possibly be offered to the staff at an in-service day. The library does have an automated external defibrillator and a staff member trained in its operation is always available. The library outreach programs were discussed. A question was raised concerning the Youth Services Reference Transactions data and if the number is accurate for 2016. Director Jarzemsky will discuss the matter with staff.

### **MONTHLY STATISTICS**

The Board reviewed the statistics for the month of February. The circulation report shows a decrease in circulation of 1% as compared to last year. There has been a great deal of interest in the RFID system. The statistics are favorable for the month and the use of the self-check machines is very high. The total number of cardholders is 17,642.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – Begin Review of Unattended Children Policy – All department heads will begin to review the policy. Director Jarzemsky explained the current practice when a child is not picked up after the library closes. Further discussion to take place under New Business.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Director Jarzemsky stated that the surface rust and exposed weld joints on the stainless steel railings are being investigated. The railings have a one-year warranty and should not require any maintenance. Some work has been done to fix the problems and the railings will be kept under observation.

### **LIAISON REPORTS**

**LINC** – Minutes of the January 22, 2016 Meeting - The meeting minutes of LINC's January 22, 2016 were reviewed by the Board. LINC is continuing to review the bylaws. The next meeting of LINC in March will be held in Bloomingdale.

**VILLAGE** - No report.

**FRIENDS OF THE LIBRARY** – The Friends Spring book sale is scheduled for this weekend. A request was made for the donation of additional books for the sale. The next Friends' meeting is on Wednesday, April 20<sup>th</sup> at 7:00 p.m.

**BIG** - High School District 87 will be hosting the April 28, 2016 BIG meeting. Further information will be available at the April Library Board meeting.

## VIII. UNFINISHED BUSINESS:

### SELECT PROPERTY TAX DEPOSITORY INSTITUTION

Director Jarzemsky explained that the Illinois Fund is no longer accepting “third party deposits.” The property tax payments received from DuPage County are considered “third party deposits.” Since these tax payments were deposited into the Illinois Fund, the library needs to determine an alternative and need to take into consideration that the deposits will have full FDIC coverage on 100% of bank deposits. Director Jarzemsky explained that the Village and Library share and use the same Federal Tax Identification number and it is necessary to avoid any duplication of bank holdings. He had contacted three potential institutions – MB Financial, Bloomingdale Bank and Trust and IMET Convenience Fund. As explained in his memorandum dated February 8, 2016, there were benefits, costs and differences between the three. A lengthy discussion ensued on the differences. It was noted that the Village intends to use the IMET Convenience Fund for their property tax deposits. Director Jarzemsky explained the reason why the IMET Convenience Fund has a better yield and does meet the library’s investment policies. The funds do not need to stay invested in the IMET Convenience Fund but can be diversified into other accounts but a decision needs to be made presently so that the County knows where to deposit the tax payments. Director Jarzemsky explained the current operation of IMET. The Board agreed that diversification would benefit the library and another method should be examined to move funds after the tax deposits are made into the IMET fund. The current amount of funds in IMET should remain the same. After a thorough discussion of the matter, a motion was made. Trustee Hoyle moved and Trustee Rothbaum seconded the **motion**, that the Board approve the IMET Convenience Fund as the property tax depository institution. The **motion** carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Strutzel, Schade, Clark and D’Amico. NAYS: None. ABSENT: Trustee Contes. The Board agreed that Director Jarzemsky be responsible for finding other options with the property tax receipted funds after deposits are made into the IMET Convenience Fund.

## IX. NEW BUSINESS:

### TENTATIVE DRAFT BUDGET

A tentative draft budget was provided to the Board. The 2016/17 budget year figures were shown. In the general fund for 2016/17 budget year, the total general fund revenue is expected to be \$2,839,348.30 with a projected general fund expenditure of \$3,005,249.11 which leaves a fund balance of \$166,900.81 which would come out of the library’s reserves. He reviewed the draft budget and discussed the costs involved with personnel. Most of the line items will remain flat or in some cases, slightly less. This is a tentative budget and a more detailed budget and discussion will take place at the April Board meeting. The budget is anticipated to be approved at the May meeting.

## **DIRECTORS EVALUATION DOCUMENT**

Director Jarzemsky distributed a tool that the Board can use to help with his evaluation. His goals from last year are shown in the document. At the April meeting, he will answer any questions concerning how he responded to the goals and/or any other questions. Trustee Rothbaum explained the process that was used in the past to come up with a rating. It was noted that staff will be reviewed in April as well.

## **ELECTION POLLING PLACE**

Director Jarzemsky stated that the Library will be a polling place for two precincts for the Tuesday, March 15, 2016 Primary Election. The DuPage County Election Commission will drop off the necessary equipment. Election signs can be placed on the library property only on the day of election.

## **CLEVELAND PUBLIC LIBRARY LETTER**

The Board reviewed the letter from the Cleveland Public Library concerning Youth Services Assistant Department Head, Katie Richert. Ms. Richert was commended for involvement with the American Library Association and the Association of Library Services to Children through her participation in the 2016 Odyssey Award Committee.

## **LIFE SOURCE LETTER**

LifeSource sent the library a “thank you” letter for hosting a blood drive on Saturday, January 23, 2016. Twelve donations were received at the event.

## **APPROVAL OF BPL HOLIDAY CLOSINGS & BENEFITS PLAN**

The Board reviewed the proposed 2016 library holiday closings and benefits plan. The library will be closed for three days at Christmas and for the New Year’s holidays. Trustee Clark moved and Trustee Strutzel seconded the **motion**, that the Board approve the Bloomingdale Public Library Holiday Benefits Plan as presented. The **motion** carried by roll call vote: AYES: Trustees Clark, Strutzel, Hoyle, Rothbaum, Schade and D’Amico. NAYS: None. ABSENT: Trustee Contes.

## **APPROVAL OF SCHOOL CARD AGREEMENT WITH DISTRICT 13**

Director Jarzemsky explained the reason for the school card agreement between the library and School District 13. The agreement would allow all District 13 teachers, even those not living in Bloomingdale, to have the opportunity to participate in the Bag of Books program. Teachers would not be using their own library cards. This was an initiative started by Lisa Palmer and Kandy Jones. School District 13 is in favor of the agreement and there would be zero risk to the library. Trustee Strutzel moved and Trustee Hoyle seconded the **motion**, that the Board approve the school card agreement with School District 13 as presented. The **motion** carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Rothbaum, Clark, Schade and D’Amico. NAYS: None. ABSENT: Trustee Contes.

**APPROVAL OF LINC BUDGET**

Director Jarzemsky presented the LINC budget that was in the Board packet as Attachment L. The budget has no increase to the library. He is a member of the LINC Board and Treasurer. The Board reviewed the proposed LINC budget. Trustee D’Amico moved and Trustee Schade seconded the **motion**, that the Board approve the LINC Budge for FY 2016/2017 as proposed. The **motion** carried by roll call vote: AYES: Trustees D’Amico, Schade, Strutzel, Hoyle, Rothbaum, and Clark. NAYS: None. ABSENT: Trustee Contes.

**UNATTENDED CHILDREN POLICY**

The current policy was provided to the Board for their review. The policy will come back with staff recommended changes. The policy needs updating since it was last reviewed in 2001.

**X. ANNOUNCEMENTS:**

The Friends of the Library Spring Book Sale is this weekend, March 12 and 13.

Director Jarzemsky stated that the Board should have received their Statement of Economic Interest from DuPage County. The Statement was to be emailed to the Board and needs to be completed by May 1<sup>st</sup>. He will email a copy of his statement so that the Board members will know what to look for in their emails. He suggested, if they have not received the statement, that they check their spam folders.

**XI. ADJOURNMENT:**

Trustee Rothbaum moved and Trustee Hoyle seconded the **motion** to adjourn the March 9, 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