

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
APRIL 13, 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 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 March Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Hoyle seconded the **motion**, that the minutes of the March 9, 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 Clark seconded the **motion**, that the Board approve the payment of bills for the month of April, 2016 in the amount of \$110,373.05 and the transfer of approximately \$264,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Clark, Hoyle, Schade, D'Amico and Rothbaum. NAYS: None. ABSENT: Trustee Contes.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported on the Bunny Bash – Book Walk that took place with the Park District with over 330 individuals in attendance. The Library gave away over 150 books to participants in the “book walk.” Photos of the event were included in his report. He reported as well on the “Silly Eggstravaganza.” The event had 70 patrons in attendance. An “egg hunt” was part of the program along with a storytime and a fun bunny-themed craft. Director Jarzemsky reported that Lisa Storto was hired as the new Adult Services Clerk II in the Adult Services Department. She will be delivering materials to the homebound. He noted that former employee Gloria Elder who retired two years ago passed away. The Library sent a card to the family. Ms. Catherine Simmons was hired as the new Circ/Tech Clerk I to the Circulation and Technical Services Department on March 7th. The report contains the range of programs and classes offered in March by the departments.

IV. REPORTS (Continued)

MONTHLY STATISTICS

The Board reviewed the statistics for the month of March. The circulation report shows that total circulation is down markedly over last year. This may be in part due to the Easter holiday and spring break. On a positive note, visits were almost the same as last year. Considerable activity at the self-check machines continues with total actual items checked out on the machines reported. The total number of patrons is 17,730. A question was raised as to what the one video cassette shown on the report is and Director Jarzemsky will investigate. In response to another question, Director Jarzemsky stated that the vendor of the database keeps the totals of what is being checked out. A discussion took place concerning the variety of the databases and which ones are used the most often.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – Director Jarzemsky stated that LINC is on the path to merge with another Consortium. The current IT employee at LINC has taken a job at the St. Charles library. LINC plans to hire a person on a consulting basis to replace him.

VILLAGE - No report. Director Jarzemsky was pleased to report that Bonni Rothbaum was nominated for a Character Counts! Award by Trustee D'Amico and has been since honored. The Character Counts! Breakfast is to take place on April 30, 2016 at 9:00 a.m. at the Bloomingdale Golf Club. The Bloomingdale Park District will be hosting the event. Director Jarzemsky will forward the invitation to the Board members and all are invited.

FRIENDS OF THE LIBRARY – The next meeting of the Friends of the Library will be Wednesday, April 20, 2016 in Room B at 7:00 p.m.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, April 28th at Noon to be hosted by Glenbard High School District 87 at Glenbard North High School. Director Jarzemsky and Trustee Hoyle plan on attending. The Library will be hosting the October BIG meeting.

V. UNFINISHED BUSINESS:

UNATTENDED CHILDREN POLICY

The final edit of the Unattended Children policy was distributed to the Board. The verbiage in the policy includes the addition of the term - "responsible caregiver." The policy deals with children being left at the library and/or causing trouble by being unsupervised. A discussion took place concerning the errors in the policy and Director Jarzemsky made note of the changes. Based upon the discussion, Trustee Clark moved and Trustee Strutzel seconded the **motion** to approve the Unattended Children Policy with the recommended amendments as discussed. The motion carried by roll call vote: AYES: Trustees Clark, Strutzel, Rothbaum, Hoyle, Schade and D'Amico. NAYS: None. ABSENT: Trustee Contes.

FOIA UPDATE

The Library Law e-News contained an article concerning the exemption from disclosure of public official's private information. Director Jarzemsky gave a summary of the FOIA request that the library and other libraries received and the responses given. The FOIA requester appealed the decision of the libraries to not provide the private information and the Attorney General's office agreed with the libraries that they did not violate FOIA law in their denial of releasing the personal information. Public official's home telephone numbers and personal addresses are exempt from disclosure under the Freedom of Information Act.

FISCAL YEAR 2016/2017 BUDGET REVIEW

Director Jarzemsky distributed additional handouts and stated that he is presenting a proposed draft budget tonight with approval scheduled for May. A question was raised as to when the Village became a home rule community. Director Jarzemsky will investigate. Staff has reviewed the proposed budget and last year's budget items were used as a base line for each line item. He began the discussion on the expenses that are involved with personnel. He discussed the costs for health insurance and the proposed rate increases associated with this expense. The proposed budget highlights the items that are going down in yellow and those items that are expected to increase in green. All other line items not highlighted will remain the same. Staff has yet to complete all the personnel evaluations but the numbers are not expected to increase. A contingency is included in the salary line item. He explained the reasons for the reduction in costs for personnel. He talked about the reasons for the increases and decreases of certain line items. He stated that savings are taking place in building maintenance due to Kelly Cusack's increased maintenance skills. Equipment maintenance will be going up due to the support necessary for the RFID sorter and self-check machines. He discussed the proposed capital improvement projects that amount to a total of \$219,900.00. These funds are to be taken out the Building Fund. The Library's proposed operating budget for 2016/17 is \$2,999,305.93. In response to questions, the appropriation amount is the legal amount that the Library can spend. This number is higher than the budget so that funds are available if necessary in the case of an emergency. The Library will not spend the appropriated amount but the budgeted amount. The budget guides the spending.

The levy is the amount that the library is asking taxpayers to pay for next year. He reviewed with the Board the estimated assessed value (EAV) statistics for 2015 and 2016 as presented in the home rule levies handouts. The levy funds the library through the amount of money levied and collected through property taxes. The estimated assessed value of property is a blended rate over three years. The library will be getting \$2,792.398.30 with an additional 1% for taxes not collected for a total of \$2,819.312.28 at a tax rate of .3731. The “average” home pays \$369.34 to the library. The rate is impacted by the tax rate of the levy and the value of property. The levy rate that needs to be approved is for next year. The Board will need to decide in May what the rate should be. He stated that the library has been spending down its current surplus/reserves and there is a need to have a certain amount of surplus dollars but he is proposing deficit spending because the fund balance is large. The levy amount covers the overall budget costs. The budget, levy and appropriations work together and this provides a picture of where they are. He is projecting operating costs to go up by 2%.

VI. NEW BUSINESS:

RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FISCAL YEAR 2016/17

President Rothbaum presented Resolution No. 2016/2017-4 entitled “Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, Du Page County, Illinois.”

Trustee Hoyle moved and Trustee D’Amico seconded the motion that said resolution as presented be adopted.

After a full discussion thereof, President Rothbaum directed that the roll be called for a vote upon the **motion** to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: Trustees Hoyle, D’Amico, Clark, Rothbaum, Strutzel, and Schade. The following Trustees voted NAY: None. Absent: Trustee Contes.

Whereupon President Rothbaum declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois, which was done.

AUDIT 2016

Director Jarzemsky stated that he has met with the audit firm, RSM US, LLP. This is the same company that has conducted the audit for many years. Trustee Schade mentioned that after twelve plus years, a change of auditors might want to be considered. She suggested that this be thought of for next year. Trustee Rothbaum moved and Trustee Hoyle seconded the **motion** to approve RSM US, LLP as the auditing company for the Library’s audit this year. The motion carried by roll call vote: AYES: Trustees Rothbaum, Hoyle, Clark, Strutzel, Schade and D’Amico. NAYS: None. ABSENT: Trustee Contes.

INVESTMENT OF PUBLIC FUNDS REPORT FOR JANUARY – MARCH

As mandated by State law, a discussion took place concerning the Library's investments as detailed in the written quarterly report. The report lists all investments, the location of the invested money and the market value.

EQUALIZED ASSESSMENT VALUE & TAX RATE

Director Jarzemsky stated that this item was discussed as a part of the budget review. The Library has no control over property values in the Village.

NON-RESIDENT CARD PROGRAM

Director Jarzemsky stated that the Library does not sell many non-resident library cards. A library card can be purchased for one year and the cards will go on sale May 1st. The homeowner non-resident library card fee is based on the Library's tax rate of .3731 multiplied by the assessed valuation of the property divided by \$100.00. A non-resident homeowner would be required to provide proof of the assessed valuation of their home by showing staff a copy of their most recent tax bill. A different method of calculating the fee for renters was also presented. There are two non-residential areas in the Library District which are Medinah and Mallard Lakes Estates. Three non-residents have purchased a library card this year. Trustee Hoyle moved and Trustee Clark seconded the **motion**, that the Board approve the 2016/2017 non-resident public library card fee program as presented. The motion carried by roll call vote. AYES: Trustees Hoyle, Clark, D'Amico, Rothbaum, Strutzel and Schade. NAYS: None. ABSENT: Trustee Contes.

HOLIDAY LIGHTING INFORMATION

Director Jarzemsky presented the holiday lighting information. He explained that the Village plans to expand their holiday lighting program leaving manpower stressed. The Library will be using some LED lights. The Board agreed that this item be revisited next year.

FY 2016 PER CAPITA GRANT AWARD LETTER

The Library has been awarded a FY2016 Illinois Public Library Per Capita Grant in the amount of \$16,972.58. Director Jarzemsky stated that he is not sure when the grant funds will be received but when obtained; the money will be used for materials.

BLOOMINGDALE FARMER'S MARKET

The Library will be participating in the Village of Bloomingdale farmers market. The location will be in the parking lot at the northwest corner of Schick and Third Street across from the post office. The market will take place every Thursday from 3 p.m. to 7 p.m. from June 16 through October 27. Staff has been asked to plan activities in support of the event.

IMET – ANNUAL MEETING MARCH 15, 2016

Director Jarzemsky and Trustee Schade attended the IMET Annual meeting and reported on what occurred at the meeting. It was noted that IMET is the Library's depository for property taxes. A discussion took place on the current situation with the fraud that occurred within the IMET fund. The sale of assets of the fraudulent perpetrator has taken place and a breakdown on the share of these assets was given. There are other possibilities that are being investigated by IMET and others to recover assets and provide a refund of the losses to the parties.

CHRISTINE WINGER THANK YOU LETTER

The Library received a thank you letter from State Representative Christine Winger for the use of the library for her Constituent Coffee. She complimented the staff on their exceptional service during her event. Director Jarzemsky pointed out that the library does not play favorites between parties and no campaigning is allowed to occur. The program offered must be educational and be offered to the public. The library does not endorse politicians. It was suggested that more advertising of these events take place but Director Jarzemsky stated that is the responsibility of the event holder. The library acts as a facilitator for the room.

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 9:18 p.m. Trustee Rothbaum moved, and Trustee Clark 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 Rothbaum, Clark, Strutzel, D'Amico, Hoyle and Schade. NAYS: None. ABSENT: Trustee Contes.

The Closed Session concluded at 10:58 p.m. at which time the regular meeting of the Board reconvened.

DIRECTOR'S SALARY FY 2016/2017

Trustee Rothbaum moved and Trustee D'Amico seconded the **motion** that the FY 2016/2017 salary for the Library Director, as recommended in Executive Session, be approved. The motion carried by roll call vote: AYES: Trustees Rothbaum, D'Amico, Clark, Hoyle, Strutzel and Schade. NAYS: None. ABSENT: Trustee Contes.

XI. PUBLIC DISCUSSION:

XII. ANNOUNCEMENTS:

XIII. ADJOURNMENT:

Trustee Strutzel moved and Trustee D'Amico seconded the motion to adjourn the April 13, 20164 Library Board meeting at 11:04 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones