

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 11, 2016**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m.

II. ROLL CALL

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

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

The minutes of the April Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Schade seconded the **motion**, that the minutes of the April 13, 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 May, 2016 in the amount of \$62,597.01 and the transfer of approximately \$220,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees, Contes, Clark, Hoyle, Schade, D'Amico and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

IV. REPORTS

LIBRARIAN

Director Jarzemsky provided information on the programs that took place in April. Master Gardener, Colleen Gaudins, gave a presentation on the do's and don'ts of container gardening. The presentation was attended by 41 individuals. Fifty-seven entries were received for the shredded book contest which took place April 10th through the 16th. Children were invited to try to guess the identity of two recently discarded shredded books. Barnes and Noble \$10 gift cards were awarded to the winners. Storytime and a Surprise at Stratford Mall program was well attended with sixty (60) participants. Children were provided treats from Panera. There were no new hires during the month. Congratulations went out to Katie Richert on the birth of her new baby daughter, Ada Florence Richert. The statistics show a continued use of the library but circulation and reference transactions were down from the previous year. Summer reading brochures will be in the mail next week and should be a draw for the library. Director Jarzemsky stated that during Money Smart

Week, the library programs to help celebrate the week were “Money Smart for Kids,” a program given by Bloomingdale Bank and Trust for children about banking basics and how to save and two adult programs, “CUB Home Energy Savings” given by the Citizens Utility Board and “Keeping Uncle Same Out of Your Estate Plan” by Attorney John Pankau and Michael Golojuch, CPA.

Trustee Clark asked what the theme will be for the Memorial Day Remembrance that will take place on Monday, May 30th at St. Paul’s Cemetery at 9:30 a.m. The Library supports the Bloomingdale Historical Society by providing chairs and helping with the set up and tear down for the event. Kandy Jones is the facilitator for the Library and the group. She is also involved in the planning. Trustee Clark encourages the Board members to attend and thanked Ms. Jones for her involvement.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of April. The circulation report shows that total circulation is down over last year. The library holdings for the month of April are 637,819. Ebooks have increased due to additional holdings by Hoopla. Director Jarzemsky talked about Book Myne, a mobile app that allows patrons to choose a book, renew and place holds on items. He discussed a free database named Worldcat which is a world catalog that can find a book from around the country. In response to a question, renewals would be considered another circulation item.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky discussed an issue concerning the ADA ramp and the present configuration. He stated that a patron fell off the side of the ADA ramp recently. A proposed pictured solution was shown to the Board. The proposal includes painting the area in question a bright yellow paint and placing a planter in the location as shown in the pictures to prevent someone from accidentally falling off the edge. The Board agreed with the proposed plan and Director Jarzemsky will work with DLA Architects to complete the proposed changes.

LIAISON REPORTS

LINC – No report.

VILLAGE - No report.

IV. REPORTS (Continued)

LIAISON REPORTS

FRIENDS OF THE LIBRARY – The Friends next meeting is July 20th. Members will again be assisting with the summer concerts. The Friends have voted to purchase for the library a 3-D printer, a smart table for the children's area and a flat screen television for the group study room. The Friends plan to fund all three purchases. The Board was very appreciated for the generous Friends purchases.

BIG - Director Jarzemsky provided a report on what occurred at the Bloomingdale Intergovernmental Group meeting of Thursday, April 28th hosted by Glenbard High School District 87. Trustees Hoyle and Rothbaum attended the meeting as well.

V. UNFINISHED BUSINESS:

OPERATING BUDGET FISCAL YEAR 2016-17

Director Jarzemsky stated that the budget has been reviewed twice previously. Attachment E shows the Fiscal Year 2016\17 budget details. The General Fund, the Building Fund and the Froio Fund are represented. The General Fund shows the money received and spent to operate the library. The total general fund expenditures amounts to \$3,003,123.92. The estimated budget including the building fund bringing it to the grand total of \$3,227,023.92. The Building Fund expenditures are projected at \$223,900.00. The total revenue is projected at \$2,856,720.30 plus \$200.00 from the Froio Fund interest for a total of \$2,856,920.30. The General Fund expenditures would be \$3,003,123.92. The expected revenues under the projected expenditures would be \$146,403.62. After a thorough review of the proposed budget, the following motion was made. Trustee D'Amico moved and Trustee Contes seconded the **motion** to approve the FY 2016\17 Operating Budget in the amount of \$3,003,123.92 as presented. The motion carried by roll call vote: AYES: Trustees D'Amico, Contes, Clark, Hoyle, Schade and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

BUILDING FUND

Director Jarzemsky stated that the estimated and proposed expenditures of the Building Fund are listed on Attachment F. He reviewed the list of expenditures. The document also includes a replacement schedule for all systems. The costs provided for replacements are estimated figures. This is the official planning document for the Building Fund and the proposed expenditures for 2016/2017 that amounts to \$223,900.00. Based on the discussion, Trustee Hoyle moved and Trustee Clark seconded the **motion** to approve the Building Fund expenditures for 2016/2017 in the amount of \$223,900.00. The motion carried by roll call vote. AYES: Trustees Hoyle, Clark, Rothbaum, D'Amico, Schade and Contes. NAYS: None. ABSENT: Trustee Strutzel.

VI. NEW BUSINESS:

RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS 2016/2017

Trustee Rothbaum presented the Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017.

Director Jarzemsky stated that the Resolution in the packet relates to the budget but is a separate document. The library needs to pass an Appropriations and Levy Resolution. As discussed previously, the appropriation is the amount of money that the library can spend if necessary and is more than the budget. The amount that is being requested to be appropriated is \$3,363,149.16. The levy is the amount of dollars that is being requested to be collected next year from DuPage County from Village property owners through property taxes. The amount of the levy to be collected next year is \$2,819,450.00. Based upon discussions, the levy has been increased by 1%. This is a conservative increase and the Library will be using its reserves to make up any differences between the budget and the levy. This year's levy amount that will be collected is \$2,791,298.30. The library's only source of major revenue is the funds collected through property taxes. It was noted that DuPage County adds a 1% to the Library's levy for late taxes. Trustee Schade discussed the reasons why she would like to see the levy not be increased by the Library. A discussion took place concerning the Board's opinions on the levy request.

Motion by Trustee Rothbaum, seconded by Trustee Contes, to pass Resolution 2016/17-1, A Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017.

Discussion on the motion, Board members expressed the opinions that 1% was a conservative increase, the value of the increase far exceeds the service that is provided to the entire community and the increase provides the library with a cushion if unexpected events should occur. The reason for not having the increase was that DuPage County will be adding 1% to the levy amount and that the library has reserves that could be spent down further. A request was made to have a schedule prepared that shows the amount of reserves and the proposed amounts that would be spent each year to bring the reserve amount down to a conformist level.

Following the 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 Rothbaum, Contes, Hoyle, D'Amico, and Clark. The following Trustee voted NAY: Trustee Schade. Absent: Trustee Strutzel.

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.

VI. NEW BUSINESS: (Continued)

PERSONAL PROPERTY REPLACEMENT TAX UPDATE

Director Jarzemsky stated that a recent tax system modernization initiative by the Illinois Department of Revenue uncovered a miss allocation of personal property replacement taxes. This misallocation resulted in the library being over paid by \$550.00. This was a mistake by the Illinois Department of Revenue. The overpayment is planned to be taken out in the January, 2017 allocation.

FROIO LETTER

Director Jarzemsky explained that Mr. Froio, a Village resident, donated \$35,500 to the Library. He stated that the annual report for the fiscal year 2015/2016 of the funds in the Memory of Donna Beth Froio Fund has been sent to Mr. Froio and was included in the packet for review by the Board. The principle balance always remains the same and materials are purchased with the interest money. The interest funds are used to enhance the multi-cultured collection which consists of DVD's, books and other materials. The collection has wide variety and reflects the Village population. The Library can never spend the principal of \$35,000.00.

FOOD FOR FINES

Director Jarzemsky stated that the April Food for Fines Campaign was a success with 947 items donated and \$879.60 fines forgiven. The Food Pantries were very grateful for the food donations.

IN-SERVICE DAY

Director Jarzemsky stated that the in-service day is a day set aside for staff recognition and useful for the employees to have some fun and training. The staff committee working on the in-service day is discussing the possibility of offering CPR certification to all library staff and Kelly Cusack has arranged for representatives from SCARCE to speak to staff regarding green initiatives that can be implemented in the building. The staff is also looking into a customer service seminar. Further committee meetings are planned. The proposed date for the in service is Friday, September 23, 2016. **Motion** by Trustee Hoyle, seconded by Trustee Clark to approve the closing of the library on Friday, Sept 23, 2016 for the staff in-service day. The motion carried by voice vote.

XI. PUBLIC DISCUSSION:

None

XII. ANNOUNCEMENTS:

Summer Concert Flyer - Director Jarzemsky stated that there are three concerts planned for over the summer - Friday, June 10, Dave Rudolf will be performing; Friday, July 8 FM Stars musical act will take place; and Friday, August 12, Zydeco Voodoo will take the stage. He explained how the performers were chosen and the cooperative effort between the Park District and the library in choosing performers. The Summer Concert Flyer was included in the Board packet.

Bloomington Character Counts! Award Winner: Bonni Rothbaum – Congratulations were extended to President Bonni Rothbaum as a Bloomington CHARACTER COUNTS! award winner. Trustee D’Amico nominated Bonni for the honor because of her 22 + years of dedicated service to the Bloomington Public Library Board. Information on the award will be in the Village Almanac. A picture of Bonni along with Board members Sam D’Amico, Alex Contes and Kandy Jones at the event was included in the Board packet.

Memorial Day Remembrance - The Memorial Day Remembrance was discussed earlier in the meeting. The special event will take place on Monday, May 30th at St. Paul's Cemetery at 9:30 a.m. A flyer on the event was included in the Board packet.

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 8:57 p.m. Trustee Hoyle moved, and Trustee Rothbaum 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 Hoyle, Rothbaum, Clark, Contes, D’Amico and Schade. NAYS: None. ABSENT: Trustee Strutzel.

The Closed Session concluded at 9:05 p.m. at which time the regular meeting of the Board reconvened.

APPROVAL OF STAFF SALARIES

Trustee Clark moved and Trustee Schade seconded a **motion** to approve the Fiscal Year 2016/17 staff salaries as presented in the Executive Session. The motion carried by roll call vote: AYES: Trustees Clark, Schade, Rothbaum, D’Amico, Hoyle and Contes. NAYS: None. ABSENT: Trustee Strutzel.

XIII. ADJOURNMENT:

Trustee D'Amico moved and Trustee Contes seconded the **motion** to adjourn the May 11, 2016 Library Board meeting at 9:07 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones