

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
JUNE 8, 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, Sam D'Amico, Benjamin Hoyle, Bonni Rothbaum, and David Strutzel. Absent: Alexandria Contes and Sharon Schade. 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. Trustee Contes plans to be in attendance at the meeting shortly so the Treasurer's Report will be held and take place following the Librarian's Report.

**V. APPROVAL OF MINUTES**

The minutes of the May Board Meeting were reviewed. Corrections were noted to the meeting minutes – the title to agenda item Under New Business, "FROIA" should be corrected to "FROIO" as well as in the same line item, the donated amount should be \$35,500 and not \$35,000. The reference in the Announcements concerning Bloomingdale Character Counts! Award Winner: Bonni Rothbaum, the last sentence should read "A picture of Bonni along with..." Trustee Hoyle moved, and Trustee Clark seconded the **motion**, that the minutes of the May 11, 2016 Regular Library Board meeting be approved as corrected. The motion carried by voice vote with Trustee Strutzel abstaining.

**VI. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on the events that took place at the library in June. He presented a copy of the Summer Reading Brochure. The Brochure went out to all residents in the Village. Staff worked hard on putting together the brochure.

Addition to the Roll: Trustee Contes entered the meeting at 7:35 p.m.

### **LIBRARIAN (Continued)**

Director Jarzemsky reported on Free Comic Book Day. The library hosted a day-long celebration of comics with Dreamland Comics providing free comics to attendees. Stress, Hormones and Health: The True Causes of Belly Fat had 59 individuals in attendance. Dr. James Carroll discussed how hormone imbalances can distort a person's midsection and prevent weight loss. Students from Erickson Elementary School were provided a presentation by Eric Carle which included music, readings, media and crafts. Jarzemsky discussed the Celebrate Reading program for first graders and the discussion he had with District 13 Superintendent on having the children come to the library for the parties in the future.

Britta Grand's (Circ/Tech Clerk 1) last day was May 20<sup>th</sup>. Ms. Kristen Grisamore started on May 31<sup>st</sup> as the new Circ/Tech Clerk 1. A Shelving Position has opened up. Geoffrey Morgenstern will be moving to Michigan for family reasons. He will be celebrating twenty (20) years of service on June 20<sup>th</sup> and plans to continue working until after his anniversary dates has passed. A party is planned to celebrate his library employment anniversary and his leaving.

Director Jarzemsky reviewed the various statistics and some of the other programs in his report. The "History of the Chicago Mob Murders" had fifty (50) interested parties in attendance. The program received notice in the Daily Herald.

Director Jarzemsky talked about the Museum Adventure Pass program and explained how the program operates. He discussed the various youth services outreach programs. He further discussed the Celebrate Reading program and the schools that participate. He stated that the stats from the start of the Summer Reading program sign ups look good and more information will be provided at the July meeting.

It was noted that Kandy Jones did an excellent job with the Memorial Day Remembrance held in St. Paul's Cemetery. Kelly Cusack was also in attendance to help with the setup and tear down. The library rents and pays for one hundred chairs for the event. Director Jarzemsky stated that Alden Valley provided the food for the program and has done so for a number of years.

## **VII. TREASURER'S REPORT**

The Board reviewed the Treasurer's Report. Trustee Contes moved and Trustee Rothbaum seconded the **motion** that the Board approve the payment of bills for the month of June, 2016 in the amount of \$72,441.35 and the transfer of approximately \$232,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Rothbaum, Strutzel, Clark, D'Amico, and Hoyle. NAYS: None. ABSENT: Trustee Schade.

## **VI. REPORTS (Continued)**

### **MONTHLY STATISTICS**

The Board reviewed the statistics for the month of May. The circulation report shows a decrease in circulation of 1% as compared to last year. Staff has been focusing on the Summer Reading program which should draw patrons into the library. Staff will also be at the Village's Farmer's Market providing electric services to available patrons. Director Jarzemsky explained that the statistical report has been changed to match the guidelines established by the State Library. The circulation monthly counts will no longer include Hoopla figures because the State Library does not consider Hoopla a library holding since Hoopla is a pay by use rental. Hoopla circulation figures will be provided as a separate statistic like a database. Director Jarzemsky explained the difference between Zinio Magazine records and Hoopla. The Library pays for a full subscription to Zinio. Starting with this month, Hoopla will not be included in the total circulation figures but as a separate report.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – Schedule Meeting in June - Director Jarzemsky asked that the members of the Finance Committee meet after the July 4<sup>th</sup> holiday to discuss diversification of funds, investments, and a cash flow analysis. He will be inviting Village Finance Director, Gary Szott to the meeting as well. The other Board members are invited to attend if they wish. The meeting will be posted and open to the public. He will contact the Board with potential dates.

**BUILDING AND GROUNDS** – 2016/2017 Projects Update - Director Jarzemsky reported that two new trees were planted along Fairfield Way and the one tree damaged in an accident by a patron has been replaced and paid for by the patron's insurance company. Unfortunately, the tri-colored birch tree did not make it through the winter. He has been in contact with Platt Hill who recommended an area where the new tree should be planted. The tree is covered by a warranty. He stated that preliminary meetings have taken place with architect and designer, Tiffany Nash, concerning the replacement of the carpet on the first floor. The carpet purchase will need to go out to bid. Color options for the carpet will be brought to the Board in July when a formal report will be given. The library will remain open during the renovation. The library lobby replacement will be done at night. A new update to the "tween" area is being contemplated and possible changes to the computer lab to allow for a meeting room. The report from the architect will take place in July. Director Jarzemsky stated that he has ordered the planter for the front of the library. The Garden Club has offered to do the plantings.

## **VI. REPORTS (Continued)**

### **LIAISON REPORTS**

**LINC** – Memo – Director Jarzemsky stated that LINC will be dissolving as a consortium and will probably be joining SWAN. LINC Director Carol Dawe has arranged for a question and answer session for interested Board members and staff. Leadership from both LINC and SWAN will be in attendance. Director Jarzemsky urged the Board members to attend. The meeting will be held at the Bloomingdale Library on August 3 at 7:00 p.m. If a Board member is interested in attending, they should let him know by July 25. Trustees Clark, Contes, Hoyle, and Rothbaum stated that they would attend.

**VILLAGE** - No report.

**FRIENDS OF THE LIBRARY** – The next meeting of the Friends will be Wednesday, July 20<sup>th</sup> in Meeting Room B from 7-8 pm. Three Friends members have volunteered to work the first Summer Concert that will be taking place this Friday. Friends are starting to plan for the Fall Book Sale which will be taking place on September 10 and 11. Discussion took place on the generous donations that the Friends are making. The 3D Printer is proposed to be shown to the Board first with patron unveiling in July and August. The library is thankful to the Kara Foundation and the Friends for this purchase.

**BIG** - The next meeting of BIG will be on Thursday, July 28<sup>th</sup> hosted by the Bloomingdale Park District.

## **VIII. UNFINISHED BUSINESS:**

## **IX. NEW BUSINESS:**

### **THANK YOU LETTER FROM CHRISTINE WINGER**

State Representative Christine Winger extended her thanks for hosting the recent Property Tax Seminar at the library. Staff was very helpful and she appreciates the support of staff.

### **RESOLUTION ADOPTING THE PREVAILING WAGE**

President Rothbaum presented Resolution No. 2016/2017-2 entitled Resolution Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Bloomingdale Public Library. The Library follows State law and makes sure that the contractors pay their employees the prevailing wage.

Trustee Hoyle moved and Trustee Contes 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, Contes, Rothbaum, D'Amico, Strutzel, and Clark. The following Trustees voted NAY: None. Absent: Trustee Schade.

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, Du Page County, Illinois, which was done.

### **2017 PER CAPITA GRANT REQUIREMENTS**

Director Jarzemsky explained the FY 2017 requirements for the Illinois Public Library Per Capita and Equalization Aid Grants. He explained the reasons why the State requires the Board to participate in the grant process. Further discussion on the requirements will take place at a future meeting. Trustees will be asked how the library meets the needs to community as a provider of educational programs and training opportunities, the library's ability to integrate new technologies and identify an activity that fosters increased resource sharing. Director Jarzemsky will complete the grant application that is due in January.

#### **X. ANNOUNCEMENTS:**

Director Jarzemsky stated that the Shree Radhay Shyam Temple at 245 South Bloomingdale Road has asked to use the Library's main patron parking lot on Sunday, June 19<sup>th</sup>. The Temple is hosting a Father's Day Picnic that day (10am till 5 pm); the Temple has hosted this family friendly event for many years and they have used the parking lot without incident. The library is closed that day so it will not impact patrons. The Library's parking lot will be seal coated on the Sunday following the Temple event. Two coats will be applied.

The first gazebo summer concert is to take place on Friday, July 10<sup>th</sup> at noon. David Rudolf will be performing. Director Jarzemsky explained how the performers are chosen and who will be performing at the future concerts. Water and ice cream will be sold by the Friends. He explained the giveaways and promotions that are planned during the concert series.

Director Jarzemsky stated that they are working with the auditors and the audit will be up for Board approval in July or August.

**XI. ADJOURNMENT:**

Trustee Hoyle moved and Trustee Strutzel seconded the **motion** to adjourn the June 8, 2016 Library Board meeting at 8:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Minutes recorded by Irene M. Jones