

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JULY 13, 2016**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:31 p.m.

II. ROLL CALL

Upon a roll call, the following Trustees present: Milton Clark, Alexandria Contes, Sam D'Amico, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade and David Strutzel. Absent: None. Also Present: Director Tim Jarzemsky and Design Architect, Tiffany Nash and Youth Services Department Head, Lisa Palmer.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Director Jarzemsky requested that the 2016-17 Renovation and Budget Presentation and Approvals under New Business be discussed following the Treasurer's Report. The Board agreed to the change to the meeting agenda. Trustee Strutzel moved, and Trustee Hoyle seconded the **motion**, that the agenda be approved as amended. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the June Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Strutzel seconded the **motion**, that the minutes of the June 8, 2016 Regular Library Board meeting be approved as presented. The motion carried by voice vote with Trustees Schade abstaining.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Contes moved and Trustee D'Amico seconded the **motion**, that the Board approve the payment of bills for the month of July, 2016 in the amount of \$100,065.68 and the transfer of approximately \$335,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, D'Amico, Rothbaum, Schade, Strutzel, Clark and Hoyle. NAYS: None. ABSENT: None.

IX. NEW BUSINESS:

2016-17 RENOVATION BUDGET AND PRESENTATION

Director Jarzemsky stated that he will be reviewing with the Board the following packet item attachments: J, K, L and M. He started with packet item Attachment J that was an overview of the building fund and the estimated expenditures proposed for the 2016/2017 budget year. He stated that he plans to stay within the budgeted amounts shown. He discussed the proposed projects as listed in packet item Attachment J.

IX. NEW BUSINESS: (Continued)

APPROVAL OF FLOORING/FURNITURE FOR VENDING AREA PROJECT

Packet item Attachment K was presented for discussion. Director Jarzemsky introduced Tiffany Nash, the design architect. He asked that Ms. Nash explain what is going to occur in the vending area. She described the plans for the area and its location in the A/B hallway shown on the diagram map that was distributed to the Board. She explained that the floor covering will be tile and new table and chairs are proposed. The existing lounge furniture will remain. The tables will be the same as upstairs. An electrical hookup for the vending machines will be required. Patrons will now have a place to eat and drink. The library will be working with the current vending operator. There will be no need to worry about spills because of the proposed tile to be installed in that area. Samples of the proposed materials were shown. Outlets will be located between two tables and the chairs and stools proposed will be plastic. The proposed color of the chairs will be blue. In response to a question, there will not be any need for water or a drain. The current coffee maker upstairs has no drain. There is a water fountain by the washrooms. This will be a designated food area and Wi-Fi access is available. The project is proposed to be done in one year and would be completed prior to other projects. Based upon the review of packet item Attachment K, Trustee D'Amico moved and Trustee Contes seconded the **motion**, that the proposal as outlined in packet item Attachment K be approved as presented. The motion carried by roll call vote: AYES: Trustees D'Amico, Contes, Rothbaum, Schade, Strutzel, Clark and Hoyle. NAYS: None. ABSENT: None.

APPROVAL OF CARPET PROJECT

The Board then reviewed packet item Attachment L. Director Jarzemsky explained that packet item Attachment L is the proposed Scope of Work and bid documents for the replacement of the library's carpet. Ms. Nash explained where the carpet is to be installed and provided carpet samples. A new carpet plan that shows the location for the types of proposed carpets was distributed to the Board. The lobby and entrance area are proposed to have durable walk-off carpet. The carpet for the remaining areas as shown on the plan will be carpet tiles that will show movement. Additional carpet squares will be ordered as replacements. It was noted that no runners will be used. The carpet will be cleaned twice a year. Work is planned to take place before or after library hours. All furniture will need to be moved and replaced. There are no plans to paint the library walls but the contractor is responsible to repair any damaged painted areas. Materials are part of the scope of work and no alternatives will be allowed. The life expectancy of the carpet is fifteen years. Tiles can be replaced if damaged. **Motion** by Trustee Hoyle, seconded by Trustee Strutzel, to approve the Library going out to bid for the proposed carpet replacement project as presented in packet item Attachment L. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, D'Amico, Contes, Rothbaum, Schade, and Clark. NAYS: None. ABSENT: None.

APPROVAL OF TWEEN AREA PROJECT

The next item for review was packet item Attachment M. This proposal is for the Tween area in the Youth Services Department. At the request of Director Jarzemsky, Head of the Department, Ms. Palmer explained that Tweens are older than the younger grades, but not teens. She would define the tweens as being in fourth, fifth, or sixth grades. She stated that the ideal is to create a more comfortable area downstairs for them in the Youth area. A description of the proposed location and materials to be used in

the area was given. New shelving for the area is proposed as well as a magnetic wall panel. A diagram of the proposed area was provided. Study tables and chairs would be added to the area along with low foam ottomans for the lounge area. It was noted that the quote in packet item Attachment M does not include the chairs. All the furniture would be cleanable and very durable. Material samples were provided. In the next budget year, possible paint and new carpet for the Youth area may be considered. The Board provided their input on the choice of materials and colors. They all agreed on Choice A. It was noted that six chairs were not included in the quote supplied in packet item Attachment M. The cost for the six chairs would be approximately \$125.00 each.

Motion by Trustee Hoyle, seconded by Trustee Strutzel, to approve the proposal for the Tween area as presented in packet item Attachment M and to include the cost of six KI Chairs in the not to exceed amount of \$1,500.00. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, D'Amico, Contes, Rothbaum, Schade, and Clark. NAYS: None. ABSENT: None.

REVIEW OF COMPUTER LAB PROJECT

Director Jarzemsky stated that the next item for discussion would be the renovation to the current computer lab. He noted that the lab has the ability to hold twenty-six users but most often only fifteen users can be found in the lab at any given time with the average being ten users. He stated that schools are now providing students with Chrome Books or iPads. He is proposing to cut the computer lab in half. A diagram of the proposed changes to the area was provided. One area would be for the computer lab and the other area could be used as a group study room. The Friends of the Library have generously donated the funds to purchase interactive study screens that could be used in this room.

The computer room would have sixteen stations and would not have built-ins. The group study room would have enough room for eight patrons. Quotes were received for the computer tables, staff station, copy and print stations and a conference table for the study area. Computer Services Department Head, Sean Luster was consulted on the proposed changes to this area. Furniture can be moved to fit the area. No construction quotes have been received. The Board agreed that the project move forward and quotes for the drywall work should be obtained in order to create a wall to cut the current computer lab in half.

Removal from the Roll: Ms. Nash and Ms. Palmer leave the meeting at 8:25 p.m.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on the library happenings in the month of June. He commented on four outstanding programs. The "Candy Sushi Iron Chef" program had teens in teams creating sushi-inspired candy dishes. Director Jarzemsky was a judge. Rice crispy treats and fruit roll ups were used along with odd ingredients such as hot sauce or bacon bits. Eighteen cooks participated. Another program that month was "Cutting the Cable Cord" that provided options on the use of online video alternatives. The program also explored online streaming services and equipment including Netflix, YouTube, Hulu, Amazon Prime, Apple TV, Roku and the library's own Hoopla. Fifty-two patrons were in attendance. A great children's program, "Bubble Wonders" drew a crowd of 181. Geoff Akins, the Bubbleologist, captured a kid inside a bubble. The last program discussed was "Incredible Bats!" Sharon Peterson discussed bats and brought two skunks to show. Attendance at the two programs was 178.

An update on the summer reading program will be provided in August. A review of the various other programs and statistics in his report took place. Twenty nine patrons attended the hour long “Tai Chi” program. Fifty six high school teens attended the Exam Cram offered on May 31st and June 1st. The Youth Services Department was very busy that month with a considerable amount of programs in the building as well as in their outreach programs. The July Summer Concert performed by FM Stars had 101 in attendance. The next concert is August 12th with Zydeco Voodoo performing.

MONTHLY STATISTICS

Circulation was down slightly this month. It was noted that library holdings are down but that is due to the way the library has to record statistics differently in order to meet the Illinois Library requirements. Hoopla has 429,768 items available to patrons. The Board reviewed the various statistics contained in the report.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – The Library will be hosting a meeting of LINC on August 3 at 7:00 p.m. The SWAN Consortium managers and Board Directors will be in attendance to answer questions. LINC is likely going to join upon their dissolution. Cost estimates for joining will be provided. Since it is a large consortium costs should be less. The Board members were invited to attend.

FINANCE – The Finance Committee plans to meet on August 3rd at 4:00 p.m. to discuss reserves, charts of accounts and diversification. Village Finance Director Gary Szott will be in attendance as well.

BUILDING AND GROUNDS – A power outage took place on June 23rd. The line failure occurred under the new sidewalk. The library closed at 4:30 p.m. The power was restored at 10:00 p.m. ComEd has been asked to replace or mitigate that line and ComEd is going to review the request. The repairs to the area should take place shortly.

President Bonni Rothbaum and friends from the Garden Club filled the new planter box with plants. The planter box was installed to prevent trip and fall accidents on this section of the sidewalk. The Library will be sending a thank you note to the Garden Club for their help.

The parking lot is to be sealed coated and stripped this coming Sunday.

LIAISON REPORTS

LINC – An agenda for the Board of Directors meeting of LINC was provided to the Board as packet item Attachment E. Director Jarzemsky is working on determining the fees for a merge with SWAN or MAGIC. LINC will dissolve in May of 2018. The eight LINC libraries will have to make a decision on what to do. The initial cost estimates show lower fees and much reduced costs.

VILLAGE - Director Jarzemsky stated that Village Trustee Vince Ackerman provided a written report on what is happening in the Village. He is currently on vacation. Director Jarzemsky read his report. The Board was grateful for the information. A discussion took place concerning the homes to be built along Springfield Drive near Stratford Square and the Old Town Project.

FRIENDS OF THE LIBRARY – The Friends Fall book sale will be held on September 10 and 11. The next meeting of the Friends will be on Wednesday, July 20th and they will have a special guest from the Itasca Library.

BIG - Due to a conflict on the date of the originally scheduled meeting, the Park District will be hosting the meeting on Thursday, August 4th at Noon at the Johnston Rec Center (JRC) on South Circle. This also happens to be the date of the Library's Ice Cream Social. Trustee Hoyle plans on attending. Director Jarzemsky is a maybe.

VIII. UNFINISHED BUSINESS: None

IX. NEW BUSINESS: (Continued)

ILA CONFERENCE – TRUSTEE DAY INFO

Director Jarzemsky stated that in packet item Attachment G is information on the 2016 Illinois Library Association Annual Conference that will be held on October 18-20, 2016 at the Donald E. Stephens Convention Center in Rosemont, IL. Trustee Day will be on Thursday, October 20th. The Library will pay for the registration of any Trustee who wishes to attend the Conference. The cost for the Conference was included in the budget. The Early Bird cutoff is September 12th. If any Trustee is interested in attending, he asked that they let him know prior to the cut-off date via email. Trustee Clark and Hoyle stated that they were interested in attending.

IPLAR 2015/16

The Library's Annual Report for Fiscal Year 2015/2016 for the Illinois State Library (Attachment H) was sent to the State and the Village as required by law. The report enables the library to be eligible to receive the State Capita Grant. **Motion** by Trustee Rothbaum, seconded by Trustee Clark, to approve the 2015/2016 Illinois Public Library Annual Report. The motion carried by voice vote.

EXTENSION OF IMET TOLLING AGREEMENT

The extension of the IMET Tolling Agreement of July 8, 2015 was packet item Attachment I. The agreement stops the statute of limitation.

X. ANNOUNCEMENTS:

Director Jarzemsky stated that the Roselle Public Library has sent an invitation to the Board to meet their new Executive Director, Samantha Millsap at an Open House Reception on Sunday, July 24 from 2 to 4 p.m.

X. ANNOUNCEMENTS: (Continued)

The library will be collecting school supplies for families in need for the Humanitarian Service Project. A drop off box will be located in the circulation area upstairs and downstairs. The drive will take place through August.

The Library's Ice Cream Social will take place on Thursday, August 4th from 5:30 to 8:30 p.m. Dairy Queen will be providing the ice cream this year. The Friends will be on hand to help.

Trustee Hoyle was the proud winner of the Illinois State Fair Amateur Wine Making Contest. He submitted seven wines and received six medals including a gold. Congratulations were offered to him by the Board.

XI. ADJOURNMENT:

Trustee Strutzel moved and Trustee Contes seconded the **motion** to adjourn the July 13, 2016 Library Board meeting at 9:03 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones