

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
November 8, 2017**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Upon roll call, the following Trustees were present: Milton Clark, Alexandria Contes, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Computer Services Department Head Sean Luster. Absent: None.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

The agenda of the November Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Strutzel seconded **the motion**, that the agenda of the November 8, 2017 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the October Board Meeting were reviewed. Trustee Clark moved, and Trustee Contes seconded **the motion**, that the minutes of the October 11, 2017 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 Hoyle seconded **the motion**, that the Board approve the payment of bills for the month of November, 2017 in the amount of \$86,808.53 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Strutzel, Rothbaum, Clark, Contes and Schade. NAYS: None. ABSENT: None.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of October. On Halloween Eve, Jim & Paul Hantak presented Supernatural Cemetery with 62 patrons in attendance. Patrons viewed a family-friendly slide show tour of Chicagoland and Illinois cemeteries, gravesites, and headstones that have supernatural overtones. 45 patrons attended the On the Same Page- Freud & His Times presented by Josh Price, Assistant Professor of Humanities at College of DuPage. Youth Services

## **VII. REPORTS (Continued)**

had a fun “Guess How Much Candy” event from October 19<sup>th</sup>-26<sup>th</sup>; where children could guess how many suckers were inside a display case. The correct guess was 932; the best guess was only off by 12. The library’s annual Halloween Party took place on October 28<sup>th</sup> with 909 patrons in attendance despite the bad weather. The library partners with the Village of Bloomingdale, the Bloomingdale Park District, and the Bloomingdale Police/Fire Department for this event each year. Director Jarzemsky thanked Maintenance Supervisor Kelly Cusack, Business Office Manager Jamie Schingoethe, PR & Marketing Coordinator Nicole Swanberg and all BPL staff for making this event a success. Youth Services hired Scott Jones on October 16<sup>th</sup> as a Youth Services Librarian II. Many BPL staff attended the ILA conference in October and many Circulation/Technical Services staff have been attending SWAN meeting throughout the month. Preschool Storytime and Family Storytime had great patron attendance in October. Youth Services does many outreach programs, Director Jarzemsky highlighted a few such as Stratford Mall Storytime, Storytime, Milk and Cookies at Panera Bread, Bloomingdale Park District. Youth Services Librarian; Heidi Knuth presented a poster session at the Illinois Library Association Conference regarding BPL BookBins. At the conference, Ms. Knuth had a poster, handouts, and an actual bin with materials on hand for conference attendees. She answered questions, attendees indicated that they had sought the poster out after seeing it in the conference program and attendees expressed interest in duplicating the project. Director Jarzemsky thanked Ms. Knuth for attending the conference and presenting BPL BookBins.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of October. Overall Circulation was down by 4.7%. Youth Services was off limits due to the carpet renovation for about seven business days, which could be a contributing factor to the overall circulation statistics. DVD’s were almost even at 5,518 last fiscal year and 5,210 this fiscal year for the month of October. Director Jarzemsky stated that the new shelving in front of the Circulation desk could be a factor in DVD statistics increasing from previous months. It is set up similar to simulate a retail store such as a grab and go style. ePay’s total amount collected was up from last fiscal year at \$110.56. Holds placed were up slightly, holds filled were slightly down. Self-Check usage was up in Adult Services and down in Youth Services but that is due to being closed for seven business days during the carpet renovation. Director Jarzemsky presented the usage statistics to the Board.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – Director Jarzemsky and Business Office Manager Jamie Schingoethe are working with the Management Association of Illinois to update BPL’s HR Manual. More updates regarding this manual will happen at the December Board meeting.

## **VII. REPORTS (Continued)**

**FINANCE** – No report.

**BUILDING AND GROUNDS** – BPL’s new shelving was recently installed in front of the Circulation desk. The concept is to simulate a retail store setting with a grab and go style check out. The carpet and paint update will be presented later on in the agenda.

### **LIAISON REPORTS**

**LINC** – No report.

**VILLAGE** – Village Trustee Vince Ackerman sent Director Jarzemsky an email on updates from the Village hall. It was another successful open house for Halloween. While the weather was a touch on the cool side, many smiling faces visited the police station and had tours of the facilities. Review of the Indian Lakes housing proposal continues and will not be at the Plan Commission until late this month or December at the earliest. The village is investigating a community grant program that could be requested by local groups for expenses outside of their normal budget. Guidelines are being drafted and once complete, will be posted on the Village’s website. The owners of Wolfden Brewing (former All Temp building) closed on the property. They continue construction on the facility for a 2018 opening. Village Trustee Vince Ackerman looks forward to attending a library board meeting in the future.

**FRIENDS OF THE LIBRARY** – The last meeting of 2017, Q4 meeting was last month. Re-elections are happening at the Q1 meeting in 2018. The Friends helped at the recent Halloween party handing out donuts and cider and running games. The Friends will participate in the Snowman Crossing by decorating a tree and donating the purchase of the trees to the library. The Friends will also have a table at the Holiday Open House. Jamie Schingoethe, Business Office Manager, booked all the Friends meetings and Friends Book Sales 3 years out.

**BIG** – Director Jarzemsky reported on the October 26<sup>th</sup> BIG meeting. Trustee Schade, Director Jarzemsky and Nicole Swanberg; PR & Marketing Coordinator attended the meeting from the Library. District 15 is adding kindergarten for four year-olds. The performing arts center is giving all ages a chance to perform, display artwork or play music. District 93 talked about their STEM labs and innovation centers. They are also adding more language classes besides your standard Spanish classes; Chinese and Italian will become options for students. They also have a coding program for students. The Bloomingdale Township has created a Mental Health Board approved by voters last year. The budget for this will soon be approved. The Library recently partnered with the township on a trip to NAMI DuPage. The Chamber explained the success of the 50 Men Who Cook event. The Village of Bloomingdale shared town news, Jameson restaurant is opening a brewery. A Harley Davidson gift store has opened at the mall. District 13 will be switching from traditional letter grades to a standards based grading system. Glenbard High School has some upcoming plays. Park District; Johnson Recreation Center will be closed for 12 months due to construction. They are out

## **VII. REPORTS (Continued)**

sourcing their programs to different locations in town.

## **VIII. UNFINISHED BUSINESS**

### **CARPET/PAINT PROJECT NOVEMBER UPDATE**

Director Jarzemsky presented a memo to the Board regarding the Carpet/Paint Project November update. The asbestos removal plan is currently in motion and everything is going as planned. Midwest Environmental Consulting Services Inc. has tarped off the space and are using hazmat suits for their safety and the safety of the public at the library and staff. Director Jarzemsky noted that we have the lowest level on the threat scale. The asbestos was discovered in 3 locations; the bottom of the staff stairs, the mid landing on the staff stairs and the hallway are between C and A/B rooms. The asbestos is likely from 1980. Everything will be removed from November 8-10<sup>th</sup>. Then the carpenters can come back and finish the renovation.

## **IX. NEW BUSINESS**

### **LOBBY AREA REFRESH**

Director Jarzemsky presented a memo to the Board about the Lobby Area Refresh. The display of the community information is currently in a rarely seen back area of the library. The kiosk in the main lobby; that is used to display library program information is old and not meeting our needs. Lastly, the electronic sign in the lobby is very old and the software can no longer be supported or updated. The library should repurpose the lobby to clearly and cleanly display both community information and library program materials. We should remove the old electric sign, as we now have a modern digital three-screen information display system inside the library with screens above Circulation, Youth Services and in the magazine area. We should repurpose one of our existing OPTO shelving units to display library programs and to keep cost down. We should purchase new tack boards to display library suggestions and community information. The cost for this will be minimal and are a part of our current building fund under new shelving and fixtures. The cost of this will be \$1,565. Our architect has helped in the selection of the fabric sample. The Board discussed the Lobby Area Refresh at length. Based on this review, the following motion was made: Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the Board approve the Lobby Area Refresh in the amount of \$1,565. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Strutzel, Rothbaum, Clark, Contes and Schade. NAYS: None. ABSENT: None.

### **COMPUTER SERVICES- DEPARTMENTAL REPORT**

Sean Luster, Computer Services Department Head, presented the Computer Services- Departmental Report. The Computer Services department recently renovated the adult computer lab making it more efficient use of the space, better design. They migrated the email system; responding to consortium change by providing increased

## **IX. NEW BUSINESS (Continued)**

functionality. They also assumed control of website and domain hosting preparing for LINC change and gaining independence. Added Wi-Fi printing that allows patrons with laptops and some smart phones to print directly to the library printers. Computer Services department recently redesigned the computer classes by modifying content and teaching formats to better serve patrons. BPL website was updated; in the kids section, navigation, and mobile site to simplify use. What's coming next for this department? The staff extranet via o365- schedules, HR material, and department resources available everywhere. Technology checkout; digital tools available for the community use outside of the library. Improved Wi-Fi and public network-faster connections and better security. Increase virtualization-should provide faster disaster recovery and more efficient modifications. What computer services department is always doing; staff and public computer support, website development, server maintenance, network security and support, computer training for community and staff, backup and archiving of all library data, A/V support for library and community meetings, rotate and deploy computer equipment, keeping all departments current. Next Computer Services staff and statistics were discussed; starting with Sean Luster Computer Services Department Head, then Charlie Wilson full time Computer Services Assistant, Micheal Behles Computer Services Clerk II and Mario Lopez Computer Services Clerk II. The board thanked Sean for his presentation.

**Removal from Roll: Sean Luster, Computer Services Department Head leaves meeting at 8:38 pm.**

### **LIBRARY CLOSINGS 2018**

Director Jarzemsky stated that included in the Board's packet (Attachment H) is a calendar with the dates that the Library will be closed in 2018. He reviewed the calendar with the Board. The Library closes on Sunday's during the summer months. Trustee Valenti moved, and Trustee Contes seconded **the motion**, that the Board approve the 2018 Library Closings dates as presented. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Strutzel, Rothbaum, Clark, Contes and Schade. NAYS: None. ABSENT: None.

## **X. ANNOUNCEMENTS**

Holiday Open House- November 28<sup>th</sup>, 6:45-8:45 pm- Director Jarzemsky explained the activities happening at the upcoming Holiday Open House and invited all Board to attend.

Breakfast & Brunch w/ Santa- December 9<sup>th</sup> - Director Jarzemsky explained this fun family friendly event; tickets went on sale on November 7<sup>th</sup> in the Business Office.

## **XI. ADJOURNMENT**

Trustee Rothbaum moved and Trustee Valenti seconded **the motion** to adjourn the November 8, 2017 Library Board meeting at 8:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe