

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
JANUARY 11, 2017**

**I. CALL TO ORDER**

The meeting was called to order by Library Vice President Milton Clark at 7:32 p.m.

**II. ROLL CALL**

Upon a roll call, the following Trustees present: Milton Clark, Alexandria Contes, Benjamin Hoyle, Sharon Schade and David Strutzel. Absent: Sam D'Amico and Bonni Rothbaum. Also Present: Director Timothy 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 December Board Meeting were reviewed. Trustee Contes moved, and Trustee Schade seconded the **motion**, that the minutes of the December 14th, 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 Strutzel seconded the **motion**, that the Board approve the payment of bills for the month of January, 2017 in the amount of \$37,880.02 and the transfer of approximately \$192,000.00 for bills and salaries. A question was asked concerning a check for Best Quality Cleaning. Director Jarzemsky explained that Best Quality Cleaning bills the library via fax and sometimes that slows down the process. The motion carried by roll call vote: AYES: Trustees Clark, Contes, Hoyle, Schade and Strutzel. NAYS: None. ABSENT: Trustees D'Amico and Rothbaum.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of December. Vintage Holiday Cocktail Parties and Bubble Blow Out were top highlighted programs with great attendance. Director Jarzemsky stated that the Breakfast and Brunch with Santa was well attended with 136 people at the breakfast and 146 at the brunch. He thanked the Bloomingdale Golf Club for their wonderful job and the great food provided each year. An account of Breakfast and Brunch with Santa was given; highlighting the DJ's, balloon artists, face painters and Mr. and Mrs. Claus. Marcelino Lopez Jr. was hired on December 12th in Computer Services and Nicole Urso started on December 29th in

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

Circulation/Technical Services. Director Jarzemsky noted that many meetings were attended by staff. Circulation/Technical Services DVD and Hoopla collection was discussed. DVD's statistics were down for December; questions were raised in regards to improving this statistic, Director Jarzemsky explained ideas for improvement. It was suggested that the library explore options of displays for the DVD collection and extend the limit of time new release DVD's stay on the "new release" shelf. Hoopla limit has been increased to up to 10 videos; questions were asked if the limit could be increased. Computer Services statistics were discussed; Library Anywhere, Smart Scan Station, Mobile Site and Wireless Internet were highlighted. Adult Services has a new database, Fold3. Fold3 is a new electronic database which provides access to original military records including stories, photos, and personal documents of the men and woman who served in the military. Director Jarzemsky discussed the process of finding this database on the library's website and how to add information to Fold3. The 3D Print Yourself program was mentioned and the 3D printer was discussed. Youth Services was busy with lots of programs in December, Director Jarzemsky explained more programs take place because the kids are on winter break from school. Youth Services continues to do Outreach Programs; highlighted and discussed were Stratford Mall Storytime with Santa and Marklund.

Addition to the Roll: Trustee D'Amico entered the meeting at 7:48 p.m.

### **MONTHLY STATISTICS**

Circulation statistics show a large decrease in DVD's, overall Circulation statistics were down by 17%. Questions were asked concerning the DVD's and how to improve those numbers. Director Jarzemsky stated steps the library was taking to improve those statistics. More discussion took place with suggestions regarding the DVD's. eMagazines (Zinio) statistic improved and were greatly higher than last year. Hoopla was also discussed; highlighted in the discussion was eBooks, eAudiobooks, eMusic and eVideos. Questions were raised about how Hoopla filters their collections, Director Jarzemsky explained. Hopes were expressed to see if Hoopla would give the library more new releases.

### **STANDING COMMITTEES**

**PERSONNEL** - Plan for 2017/18 Salaries- The Personnel Committee will need to convene a meeting to discuss salary revisions. Trustees D'Amico and Hoyle serve on the committee. Director Jarzemsky would like to bring the information to the Board at the February or March Board meeting. Director Jarzemsky will provide the Committee with salary and inflation reports and further information as in past years.

**POLICY** – No report.

**FINANCE** – Director Jarzemsky mentioned that after the update of the Finance Policy, the library's next step will be to find a broker for our CD's; the library will make sure to follow the Investment of Public Funds Act.

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

**BUILDING AND GROUNDS** – No report.

### **LIAISON REPORTS**

**LINC** – Report of 12/9/16 Meeting- The LINC meeting minutes from the December Board of Directors meeting was included the Board packet. Director Jarzemsky stated that LINC has been very busy with the SWAN/LINC merger issues.

**VILLAGE** - No report. Questions were raised as to why a report wasn't given.

**FRIENDS OF THE LIBRARY** – The next meeting of the Friends will be Wednesday, January 25th in Meeting Room B from 7 p.m. to 8 p.m. Election of officers will be held at the upcoming meeting. The Friends are also preparing for the upcoming Spring Book Sale.

**BIG** - The Village of Bloomingdale will be hosting the next BIG meeting on Thursday, January 26th, 2017. Director Jarzemsky plans to attend. Trustee Contes and Hoyle also stated that they would like to attend.

## **VIII. UNFINISHED BUSINESS:**

### **COMPLETED PER CAPITA GRANT**

The Per Capita Grant documents have been completed and sent to the Illinois State library. Director Jarzemsky thanked the Board for their assistance with this.

### **LINC/SWAN UPDATE**

Director Jarzemsky gave an update on the LINC/SWAN merger. He explained that the library approved and sent in an application for joining SWAN. He stated that St. Charles library has decided to join which will improve the shared catalog. Questions were raised about how voting works, Director Jarzemsky explained the process. All 19 libraries have from January 1-31st to vote. He also stated Poplar Creek Library decided not to join. More questions were raised; Director Jarzemsky explained that we will know more after January 31st.

## **IX. NEW BUSINESS:**

### **INVESTMENT OF PUBLIC FUNDS REPORT OF OCT-DEC**

As required by State Statute, a quarterly report is to be provided to the Library Board. The October to December quarterly report was presented and Director Jarzemsky reviewed same with the Board. He explained what the accounts are used for and how the Library meets the stated State policy guidelines. Director Jarzemsky also explained where the library's money is held at.

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

**THE KARA FOUNDATION DONATION**

A donation in the amount of \$1,000.00 was received from the Kara Foundation. Director Jarzemsky stated that he has sent a letter of thanks to them. He explained that the funds are rotated through departments. The Board expressed their appreciation of the donation and the Kara Foundation's support.

**STATEMENT OF ECONOMIC INTEREST**

Director Jarzemsky stated that the DuPage County Clerk's office will send an email to the Board and department heads. This email will explain how to file; the Board was instructed to look for this email. The email will come early March.

**IMET TOLLING AGREEMENT EXTENSION**

The Board reviewed the IMET Tolling Agreement Extension. Director Jarzemsky explained that because of the fraud and criminal proceedings that took place, the library has not been fully reimbursed. The library makes sure to renew their agreement each year with IMET. Questions were raised as to how and when the library would receive the money, Director Jarzemsky explained. Trustee Strutzel moved and Trustee D'Amico seconded the **motion**, that the Board approves the IMET Tolling Agreement Extension. The motion carried by roll call vote: AYES: Trustees Clark, Contes, D'Amico, Hoyle, Schade and Strutzel. NAYS: None. ABSENT: Trustee Rothbaum.

**SUMMER CONCERT SERIES**

Director Jarzemsky stated the library will be hosting three concerts this summer on June 9<sup>th</sup>, July 14<sup>th</sup> and August 11<sup>th</sup>. He stated who would be performing and the library's efforts to provide entertainment that will include special needs individuals. He also explained the process the staff uses in selecting the performers after questions were asked regarding the selection process. Director Jarzemsky explained how the residents love the concerts and the hard work done by the staff and Village to make this a successful event each year.

**X. ANNOUNCEMENTS:**

The Annual Planning Meeting will be held on Saturday, February 18th at 9 a.m. in Meeting Room B. Panera breakfast will be served.

**XI. ADJOURNMENT:**

Trustee Hoyle moved and Trustee Strutzel seconded the **motion** to adjourn the January 11th, 2017 Library Board meeting at 8:30 p.m. The motion carried by voice vote.

Respectfully submitted,

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Secretary

Minutes approved by:

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe