

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
APRIL 12, 2017**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:36 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 Dave Strutzel. Absent: None. Also Present: Director Timothy Jarzemsky and Mayor Franco Coladipietro.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Trustee Rothbaum 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 March Board Meeting were reviewed. Trustee Clark moved, and Trustee D'Amico seconded the **motion**, that the minutes of the March 8, 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 April, 2017 in the amount of \$ 93,953.15 and the transfer of approximately \$237,000.00 for bills and salaries. Questions were raised regarding the phone bills and the library's credit card. The Neopost charges were discussed; postage and service charges were explained. The almanac charges were also discussed. The motion carried by roll call vote: AYES: Trustees Clark, Contes, D' Amico, Hoyle, Rothbaum, Schade and Strutzel. NAYS: None. ABSENT: None.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of March. Inside Writing & Publishing: Becoming an Outrageously Successful Author was highlighted with 27 patrons in attendance. McNulty Irish Dancers and Leprechaun Storytime were also highlighted as popular programs for the Youth Services department around St. Patrick's Day. McNulty Irish Dancers had 60 patrons and Leprechaun Storytime had 35 patrons in attendance. Director Jarzemsky then reported on each department. The Adult Services report shows a new Group Study Room chart. In March, the Group Study Room had 75 patrons use the room and 69 hours of use.

VII. REPORTS (Continued)

MONTHLY STATISTICS

Attachment D shows the activities for the month of March. Overall Circulation was down by 3%. Library Holdings and the various items below were discussed, including Hoopla statistics. Library visits were at 14,523 for the month and Patron cardholders were at 17,811. Self-check usage was discussed, the Board noticed the usage seemed lower than normal, Director Jarzemsky explained that one machine was repaired often effecting the use of the machine.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – CD Portfolio- The Finance Committee has met and discussed enhancement options for the chart of accounts for surpluses. Attachment O later in the agenda explains more.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – Director Jarzemsky reported that LINC is working hard with SWAN on the transition.

VILLAGE – Director Jarzemsky and the Board thanked Mayor Franco Coladipietro for attending the Board meeting. Mayor Franco Coladipietro shared exciting news of what is happening with the Village of Bloomingdale. The Village wants more invisibility on their website where the public can look up almost any information they want; such as budget information. Mayor Franco Coladipietro attended the ribbon cutting ceremony for the new Memory Care facility. He noted that the facility is beautiful and everyone should go check it out. He also noted that the ribbon cutting ceremony was heavily attended, he was glad to see the public interest. Mayor Franco Coladipietro shared new updates in Bloomingdale; the light poles on Lake Street were replaced and repaired. The closure of Macy's has been time consuming; he also explained what's next for the mall including the opening of Harley Davison and a bar. Mariano's is open and has had great success thus far. In the near future, Lake Street will be updated with new planters, potentially a new welcome to Bloomingdale sign and lights; this is part of the plan to beautify Bloomingdale. The goal is to have lights all down Lake Street leading into town. Mayor Franco Coladipietro explained his interest in the public attending hearings to share their thoughts on the town, he enjoys when people express their thoughts and this allows the Village to gain more knowledge into what people want. A new storage facility recently opened, the public enjoys this addition because it has low impact on the community. Lucky Dog House, a new hot dog restaurant will open soon in place of the old vacant gas station. Dunkin Donuts is moving locations

VII. REPORTS (Continued)

and opening up a drive thru. Mayor Franco Coladipietro noted that a majority of the vacant lots are now in use or will be use in the near future. Cafe Zupas is now open; it is similar to Panera with multiple soup, salad, and sandwich selections. There is a multiple tier- plan that the Village has in place, one phase is Old Town, second phase is the vacant buildings and third phase is a plan to beautify Bloomingdale. A new Italian restaurant is almost open with a New Orleans themed décor with eating inside and out, a brick fire oven in the center of the restaurant, and natural gas latrines located outside. This restaurant is geared towards families. The Board thanked Mayor Franco Coladipietro again for attending and updating the Board.

Removal from the Roll: Mayor Franco Coladipietro leaves the meeting at 8:17 p.m.

FRIENDS OF THE LIBRARY – Meeting on: Wed, April 26th 7 pm, Meeting Room B-The recent Book Sale was a huge success. Trustee Contes thanked the library for all their help. Trustee Contes also noted their next meeting date.

BIG – BIG Meeting Cancelled. Next Meeting: Thursday, July 27th at School District 13-Director Jarzemsky explained when and where the next BIG meeting would be.

VIII. UNFINISHED BUSINESS

FISCAL YEAR 2017/2018 BUDGET REVIEW

Director Jarzemsky presented a proposed draft budget tonight with approval scheduled for May's Board meeting. Staff reviewed the proposed budget and last year's budget items were used as a base line for each line item. Director Jarzemsky began the discussion with personnel; discussing the costs for health insurance, PUSH Wellness and staff pay raises. Department Heads have yet to complete all the personnel evaluations but the numbers are not expected to increase much. Building maintenance will increase due to a number of building projects and building upkeep. Next Fiscal year, the library will purchase a new copier but there will be no increase in service costs. Adult Services programming has increased, Director Jarzemsky explained why this is an important increase for the Library. The Library replaced their insurance coverage which lowered overall costs. The Library has streams of revenue incoming; collecting fines and meeting room fees. Director Jarzemsky discussed the general fund line items, levy statistics and projections. The levy is the cash amount the Village asks from property owners each year. The EAV for levy year 2016 increased by 7.35%, that number is calculated by blending the statistics from 3 years prior. Director Jarzemsky asked the Board to prepare approval of a levy amount at the May's Board meeting; a 2% increase was suggested. The Library in years past has approved a 0% increase due to the economy.

IX. NEW BUSINESS

RESOLUTION FOR BOARD MEETING DATES & TIME FOR FY2017/2018

President Rothbaum presented Resolution No. 2016/2017-4 entitled "Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois." Trustee Rothbaum moved and Trustee Hoyle 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 Clark, Contes, D' Amico, Hoyle, Rothbaum, Schade and Strutzel. The following Trustees voted NAY: None. Absent: None.

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.

AUDIT 2017

Director Jarzemsky met with the audit firm, RSM US, LLP; this is the same company that conducted the audit for many years. Trustee Strutzel moved and Trustee Schade seconded the **motion** to approve RSM US, LLP as the auditing company for the Library's audit this year. The motion carried by roll call vote: AYES: Trustees Clark, Contes, D' Amico, Hoyle, Rothbaum, Schade and Strutzel. NAYS: None. ABSENT: None.

IMET- ANNUAL MEETING MARCH 14, 2017

Director Jarzemsky reported on what occurred at the March 14th IMET meeting. A discussion regarding the meeting ensued. The current situation with the fraud that occurred within the IMET fund was also discussed.

INVESTMENT OF PUBLIC FUNDS

As mandated by State law, a discussion took place concerning the Library's investments as detailed in the written quarterly report. The report lists all investments, the location of the invested money and the market value. The last page of Attachment H shows a picture of how our investments are performing.

REVIEW OF BOARD OFFICERS

An election of new officers is scheduled for the May Board meeting. It was suggested that the Board members consider an officer position which is held for two years.

IX. NEW BUSINESS (Continued)

LONG RANGE PLAN

Director Jarzemsky presented the Long Range Plan to the Board; he explained this document has been refreshed from the old version. Updates include goals, different text and pictures. The Department Heads and the Board were asked to submit edits previous to this meeting; this draft shows all edits made.

PER CAPITA GRANT AWARD

The Library has been awarded a FY2017 Illinois Public Library Per Capita Grant in the amount of \$17,095.66. Director Jarzemsky stated that he is not sure when the grant funds will be received but when obtained; the money will be used for materials. The Board inquired when we received our money last year; it was obtained in July.

3D PRINTER DONATION

Director Jarzemsky read an email from Katie Yager, Adult Services Teen Librarian, which outlined a donation of a new 3D Printer from Makerbot. The printer is valued at \$2,499. Director Jarzemsky thanked Makerbot for this generous donation. He also thanked Katie Yager for her efforts in receiving this donation.

EAV FROM DUPAGE COUNTY

Director Jarzemsky stated the EAV was previously discussed as a part of the budget review regarding the 2017 tentative tax rate and tax extensions. \$811,233,218 CUR is the total value of all Bloomingdale properties; commercial and residential; that total is what the EAV rate is based off of. It was noted that the Library has no control over property values in the Village.

IMRF RATE 2018

Attachment N is a preliminary notice of IMRF contribution rate for calendar year 2018. The rate in 2017 was 12.84 % and the rate for 2018 is 12.43 %. The rate is calculated by combining the Library and the Village staff. IMRF is only for employees who work over 20 hours per week.

CASH FLOW ANALYSIS-CD

Attachment O was presented by Director Jarzemsky; regarding the Cash Flow Analysis-CD. Director Jarzemsky showed each fiscal year and the beginning balances with inflows and outflows. Fiscal Year 2021 is when the Library will need to harvest a CD.

NON-RESIDENT CARD PROGRAM

Attachment P was presented, Director Jarzemsky explained the Non-Resident Card program to the Board. If you do not live within the boundaries of the Village of

IX. NEW BUSINESS (Continued)

Bloomingtondale or in another library district, you are considered a non-resident. A library card can be purchased for one year only. The homeowner non-resident library card fee is based on the Library's tax rate of .3510 multiplied by the assessed valuation of the property divided by \$100.00. 15 percent of the monthly rent is how Non-Resident renter's card fees are calculated. Roughly two to six non-resident cards are purchased per year. There are two non-residential areas in the Library District which are Medinah and Mallard Lakes Estates. Trustee Clark moved and Trustee Contes seconded the **motion**, that the Board approve the 2017/2018 non-resident public library card fee program as presented. The motion carried by roll call vote. AYES: Trustees Clark, Contes, D'Amico, Hoyle, Rothbaum, Schade and Strutzel. NAYS: None. ABSENT: None.

X. ANNOUNCEMENTS

State of the Village Update- Director Jarzemsky invited the Board to attend the State of the Village Update Lunch. He recommended the Board to email him if they wish to attend.

2017 Best of Bdale & Bdale Chamber's 35th Anniversary- Director Jarzemsky invited the Board to attend the 2017 Best of Bloomingtondale & Bloomingtondale Chamber's 35th Anniversary. Director Jarzemsky cannot attend this event. The Bloomingtondale Chamber will be honoring milestones. He mentioned the Board may receive an e-blast from the Village with information about this event.

XI. EXECUTIVE SESSION- DIRECTOR'S REVIEW

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 9:19 p.m. Trustee Rothbaum moved, and Trustee Clark 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 Rothbaum, Clark, Contes, Strutzel, D'Amico, Hoyle and Schade. NAYS: None. ABSENT: None.

The Closed Session concluded at 10:58 p.m. at which time the regular meeting of the Board reconvened.

XI. EXECUTIVE SESSION- DIRECTOR'S REVIEW (Continued)

DIRECTOR'S SALARY FY 2017/2018

Trustee Contes moved and Trustee Rothbaum seconded the **motion** that the FY 2017/2018 salary for the Library Director, as recommended in executive session be approved. The motion carried by roll call vote: AYES: Trustees Rothbaum, D'Amico, Clark, Contes, Hoyle, Strutzel and Schade. NAYS: None. ABSENT: None.

XII. ADJOURNMENT

Trustee Hoyle moved and Trustee Contes seconded the **motion** to adjourn the April 12, 2017 Library Board meeting at 11:02 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe