

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

Prior to the start of the meeting, Village Clerk Jane Michelotti administered the oath of office to the newly appointed Trustee Natalie Valenti. Congratulations were offered to her.

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present: Milton Clark, Bonni Rothbaum, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Courtney Cosgriff, Public Relations/Marketing Coordinator. Absent: Trustees Alexandria Contes, Benjamin Hoyle and Sharon Schade.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Director Jarzemsky requested a change to the agenda. He asked that the Business Office-Departmental Report under New Business be presented following the review of the Treasurer's Report. Trustee Rothbaum moved, and Trustee Clark seconded the **motion**, that the July 12, 2017 revised meeting agenda be approved as proposed. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the June Board Meeting were reviewed. Trustee Clark moved, and Trustee Strutzel seconded the **motion**, that the minutes of the June 14, 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 Strutzel moved and Trustee Clark seconded the **motion**, that the Board approve the payment of bills for the month of July, 2017 in the amount of \$ 106,599.20 and the transfer of approximately \$270,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Rothbaum, Strutzel, Clark and Valenti. NAYS: None. ABSENT: Trustees Contes, Hoyle and Schade.

Addition to the Roll: Trustee Contes enters the meeting at 7:38 p.m.

VII. NEW BUSINESS

BUSINESS OFFICE- DEPARTMENTAL REPORT

Director Jarzemsky introduced Courtney Cosgriff, Public Relations/Marketing Coordinator and Jamie Schingoethe, Business Office Manager. They presented information about the Business Office department including the Business Office tasks, special events, staff profiles, and future projects. Fun facts were a topic of discussion and questions about the Business Office were answered. Director Jarzemsky added information about what the Business Office handles on a daily basis and thanked the department for their presentation.

Addition to the Roll: Trustee Schade enters the meeting at 7:44 p.m.

Removal from Roll: Courtney Cosgriff, Public Relations/Marketing Coordinator leaves the meeting at 7:45 p.m.

VIII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of June. He commented on three outstanding programs. The “What is 3D Printing?” program had an expert from Dremel to present about 3D printing. This program had 26 patrons in attendance. Another program highlighted was “The A, B, C’s of Medicare” that provided an educational discussion of Medicare. Director Jarzemsky stated that this program was both educational and informational, not a sales pitch in any way. 31 patrons were in attendance. “Captain Cranky and His Crew” presented by Dave Herzog’s Marionettes entertained 53 patrons with his crazy crew of pirate marionette puppets. Director Jarzemsky updated the Board on personnel changes; Courtney Cosgriff Public Relations/Marketing Coordinator’s last day will be the Ice Cream Social on August 3rd. Jennifer Schwegler, Youth Services Assistant has accepted a position at the Village of Bloomingdale; her last day is July 22nd. Director Jarzemsky mentioned all the meetings and programs staff attended; noting that multiple staff members attended the ALA Conference in Chicago. A review of the various other programs and statistics in his report took place including the Business Office and Circulation/Technical Services Department. The usage in the computer lab, wifi usage, and computer class attendance was noted from the Computer Services report. 3D Print Service is a new section within the Adult Services report. The Library now offers 3D printing services to the public for a fee. Thus far, Adult Services has printed 24 items for \$22.50; it took 71 hours 26 minutes to print. The 3D printers are primarily run by Teen Librarian, Katie Yager. Homebound/Nursing Home statistics were discussed, it was noted that Kenny Tymick replaced longtime recently retired employee Merrill Tlusty. TAB, (Teen Advisory Board) was discussed. Adult Services had a busy month with many programs including Exam Cram and Bloomingdale Park District Top Dog Summer Camp. The Youth Services Department was also very busy that month with a considerable amount of programs and outreach programs including a high volume for Museum Adventure passes being circulated. Director Jarzemsky explained that this statistics normally sky rockets during summer months. An update on the Summer Reading Program will be provided in August.

VIII. REPORTS (Continued)

The School Card agreement was discussed at length. Trustee Rothbaum along with Director Jarzemsky explained more about this program.

MONTHLY STATISTICS

Attachment D shows the activities for the month of June. Circulation was down by almost 8% this month from last year. It was noted that DVDs are a contributing factor in this situation. Library holdings are up this month compared to the past year; this is due to the richness of the library's collections. It was noted that eBooks are up in statistics as well. Hoopla holdings were at 532,163 compared to last year's numbers at 429,768. Director Jarzemsky explained that Hoopla has a limit of 10 items per patron and that Hoopla is a pay per use collection, not library owned. How the library purges old users from the library's system was explained and patron cardholders were noted. Director Jarzemsky explained why the self-check usage is down; it is due to one adult machine being broke during the whole month. The Board also reviewed the various statistics contained in the report.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – The Human Resources manual has been send to the Management Association of IL for review. Once Director Jarzemsky hears back from them, the Board will be updated with this process.

FINANCE – No report.

BUILDING AND GROUNDS – The Roof Analysis was tabled until New Business further down in the agenda. The parking lot was recently re-stripped and re-sealed. Kelly Cusack, Maintenance Supervisor recently cleaned the memorial bricks located outside of the Library. Trustee Rothbaum noted that the flowers look great and that Kelly Cusack is doing a great job.

LIAISON REPORTS

LINC – The next LINC meeting is in August. LINC/SWAN has a huge meeting coming up where Director Jarzemsky and department heads will attend with other LINC and MAGIC libraries, at this meeting each library will be paired with a library from SWAN. Bloomingdale has been paired with Indian Prairie Library. The expected date for the switch to SWAN is May 1, 2018, prior to that the library will have a marketing & PR campaign to inform patrons of the merger.

VILLAGE- Village Trustee Vince Ackerman couldn't attend the Board meeting but he sent an email on his behalf instead. The July 3rd fireworks were well received. Staff is already planning for next year. The Village will have a Director of Public Safety starting in October when Chief Frank Giammarese will retire from sworn duty and will continue serving the

VIII. REPORTS (Continued)

Village in this newly created role. Some other staff changes at the Village are Jim Monkmeyer is now the Director of Public Works and Bob Prohaska is the Village Engineer. Trustee Rothbaum thanked Village Trustee Vince Ackerman for his report.

FRIENDS OF THE LIBRARY – Trustee Contes informed the Board of the Friends next meeting on Wednesday, July 26th 7 pm, Meeting Room B. The Friends are preparing for the Volunteer Fair at the Library in August. They also will be volunteering at the Summer Concerts and Ice Cream Social coming up. At the Ice Cream Social, they will have a table showing their new table cloth and selling Friends bags.

BIG – The next BIG meeting is July 27th at Bloomingdale Chamber. Director Jarzemsky invited the Board to attend. A reminder will be sent out. Trustee Valenti noted she was interested in attending.

IX. UNFINISHED BUSINESS

APPROVAL OF FLOORING CONTRACTOR

Director Jarzemsky stated that three bids were received and opened and read aloud on July 10th. He explained what was contained in the bids for the carpet. Director Jarzemsky read Tiffany Nash's; Product Architecture + Design letter regarding a suggestion on which company to award the carpet bid to. All three company's proposals were thoroughly discussed by the Board. Trustee Strutzel moved and Trustee Contes seconded **the motion**, that the Board approve the award of bid for the carpet replacement to the lowest, responsive bidder, Johnson Floor. The motion carried by roll call vote: AYES: Trustees Rothbaum, Strutzel, Clark, Contes, Valenti and Schade. NAYS: None. ABSENT: Trustee Hoyle.

X. NEW BUSINESS

NEW SHELVING FOR HIGH DEMAND MATERIALS

Attachment E shows the proposed new shelving for the high demand materials at the library in front of the Circulation desk. The Bibliomodel brand shelving will allow the library the greatest amount of face-out display shelving while still allowing for additional stock and flexibility with interchangeable shelving based on the changing needs of the Bloomingdale community. Different options of shelving units were then presented with picture examples, dimensions and pricing. Total cost of this project is \$6,884. Trustee Rothbaum made a motion, Trustee Valenti seconded **the motion**, that the Board approve new shelving for the area in front of the Circulation desk. The motion carried by roll call vote: AYES: Trustees Rothbaum, Strutzel, Clark, Contes, Valenti and Schade. NAYS: None. ABSENT: Trustee Hoyle.

X. NEW BUSINESS (Continued)

REPORT ON "EQUIPMENT" MATERIAL TYPE

Director Jarzemsky presented Attachment F from Christine Sporleder, Circulation and Technical Services Department Head regarding library circulation equipment. The largest portion of the library's equipment is adaptive devices including lit and no-lit magnifying sheets and glasses for patrons with low vision. Other equipment include: laptops, Roku, Kindle, MP3 players, Playway AV cables, Playways independent speakers, Playway launchpads, ComEd power meter, microwave leakage tester, canvas tote bags, polaroid camera, engraving pen, FM transmitter, in-house phone charges, computer lab fans and InnoTab children's tablet. Soon, the library will have digital media lab equipment including recorders, microphones, and camcorders, go-pro personal cameras and pre-loaded eReaders with new and exciting bestsellers. The two ComEd meters have circulated 50 times since they were added to the collection in 2010. The microwave tester is less frequently used and checked out last in December 2016. Various forms of marketing have been done to promote the various equipment collections in the library. Adult Services markets adaptive device to homebound and nursing home patrons. There have been articles in the almanac, on Facebook and in the eNewsletter. There will be a display case in the Take 5 Zone promoting the library equipment for patrons to use both in house and at home.

ROOF ANALYSIS

DLA Architects recently investigated the existing conditions of the library's roof in order to evaluate the life expectancy of the existing roofing systems and provide recommendations as to the best course of action related to the care of the roofing systems. The conclusion of the study is that for the most part, the roofing systems on the library are operating as they should be and are in relatively good condition however all components of the rest are reaching the end of the life cycle. Some of the roofing types do require work to assure future longevity and reliability and should be addressed in the very near future. Each page of the attachment was discussed along with the pictures provided. The roof was originally installed in 1999, making it 18 years old this year. Page 12 shows the estimates for the roofing projects; modified bituminous roof, 40-year architectural grade shingle, standing seam metal roof, clearstory window system and boiler exhaust flue. The final page of Attachment G shows what needs repair before winter. Director Jarzemsky will invite DLA Architects to attend a board meeting in the near future potentially September or October.

IPLAR

The Library's Annual Report for Fiscal Year 2016/2017 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.

X. NEW BUSINESS (Continued)

ALA CONFERENCE REPORTS

BPL staff attended the ALA Conference in Chicago in June. Attachment I shows different reports from each department regarding programs, exhibit hall and information from the Conference. Katie Richert, Youth Services Assistant Department Head not only attended the Conference, but she was also a part of the Printz Committee. During the Conference this committee awarded book prizes for best Young Adult literature. Pictures were provided from the reception. This is an honor for both the library and Katie Richert, Director Jarzemsky stated.

INVESTMENT OF PUBLIC FUNDS REPORT FOR APRIL-JUNE

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. A pie chart was added to the report showing where funds are located. New to the chart of accounts is the CD's at Ameriprise.

ILA CONFERENCE TRUSTEE DAY

Director Jarzemsky stated that Attachment K is information on the 2017 Illinois Library Association Annual Conference that will be held on October 9-12, 2017 at the Tinley Park Convention Center in Tinley Park, IL. Trustee Day will be on Thursday, October 12th. The Library will pay for the registration of any Trustee who wishes to attend the Conference. The Early Bird cutoff is September 11th. If any Trustee is interested in attending, he asked that they let him know prior to the cut-off date via email.

XI. EXECUTIVE SESSION

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

Director Jarzemsky informed the Board that no executive session minutes needed review.

XII. ANNOUNCEMENTS

Children and Libraries Summer 2017 Issue-Director Jarzemsky shared an article with the Board from the Children and Libraries Summer 2017 Issue featuring Bloomingdale Public Library's own Heidi Knuth. Director Jarzemsky shared how exciting it is that Heidi Knuth and the library are featured in this article. The article talks about Book Bins, which the library creates for local businesses for family waiting rooms or something similar. Book Bins are filled with all library supplies; the library purchases the actual bins from Ikea. We currently work with 8 local businesses.

XIII. ADJOURNMENT

Trustee Contes moved and Trustee Valenti seconded the **motion** to adjourn the July 12, 2017 Library Board meeting at 8:58 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe