

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
January 10, 2018**

I. CALL TO ORDER

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

II. ROLL CALL

Upon roll call, the following Trustees were present: Alexandria Contes, Milton Clark, Benjamin Hoyle, Sharon Schade, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Village Trustee Vince Ackerman. Absent: Trustee Bonni Rothbaum.

III. PUBLIC DISCUSSIONS

One patron present, there was no public discussion.

IV. APPROVAL OF AGENDA

The agenda of the January Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Strutzel seconded **the motion**, that the agenda of the January 10, 2018 Regular Library Board meeting 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 Valenti seconded **the motion**, that the minutes of the December 13, 2017 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

Addition to Roll: Trustee Shade enters the meeting at 7:33 p.m.

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, 2018 in the amount of \$39,809.84 and the transfer of approximately \$194,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Valenti, Hoyle, Strutzel, Clark, Contes and Schade. NAYS: None. ABSENT: Trustee Rothbaum.

VIII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of December. Breakfast and Brunch with Santa is an annual community event held at the Bloomingdale Golf Club on December 9th. Tickets went on sale November 6th and sold out within two weeks. Families were entertained by DJ's and dancing, balloon artists, face painters, magician, and Santa and Mrs. Claus. A craft was also provided by Youth Service's Kandy Jones and Sue Drogos. They also handed out a bag filled with a book,

VIII. REPORTS (Continued)

craft, etc. to every child who attended. Ticket table and raffle was run by Winnie Wee and Stephanie Schaflein. Kelly Cusack, Director Jarzemsky, Jamie Schingoethe and Nicole Swanberg were also present at the event. This is a community event that we receive many compliments on every year. Director Jarzemsky discussed a medical emergency that happened on December 15th. Not going into a lot of detail regarding the patron or what the medical emergency was due to the HIPAA laws, Director Jarzemsky thanked the staff who helped in the incident, and thanked the Bloomingdale Police and Fire Protection for the quick response. Stephen Muldrow, full time Circulation/Technical Services Assistant's last day was December 31st, he worked at BPL for over 2 years. Director Jarzemsky attended RAILS training (10 Tips and More for Complying with FOIA) on December 5th. Circulation/Technical Services was up by 3% overall in December of 2017 compared to December of 2016. 56 patrons attended Exam Cram, where teens from Lake Park High School studied for their final exams at the library while enjoying some snacks, pizza and de-stressing activities. 107 students were enrolled in the 1,000 Books Before Kindergarten, reading 19,636 books and 13 children completed the program. On December 3rd, Youth Services on JC Juggling for their Family Holiday Event, 38 patrons attended this event. 7 patrons attended "Have a Very Grinchy Christmas, Not!" on December 21st. In this family program, the kids enjoyed *How the Grinch Stole Christmas*, found some of the Who's presents, and sang along with the Who's favorite Christmas songs to get into the holiday spirit. They also completed crafts and learned how not to be a Grinchy at Christmas. Grinchmas Storytime had 15 patrons; this holiday story time presented *How the Grinch Stole Christmas* with activities and games. The children completed a sparkly Christmas tree ornament and Christmas cards. 110 patrons attended Stratford Mall Storytime with Santa, this story time focused on Christmas and Santa was there to help! Youth Services used songs, stories, and flannels to interact with the lively audience. On December 9th, 49 patrons attended Bloomingdale Park District story time, this is the monthly story time for all Park District kindergarten classes focused on now afterwards kindergarteners colored mittens.

MONTHLY STATISTICS

Attachment D shows the activities for the month of December. Overall Circulation was up by 3% compared to the previous year's statistics. Books were up at 9,834. DVD's were slightly down at 5,347. Library holdings total collection is up at 237, 804, Director Jarzemsky stated he is proud of BPL's robust collection. Total Hoopla Holdings were up at 565,196. Patron cardholders were slightly down, this could be due to purging of old patron records. Self-Check Usage was up; Adult Services machine was at 1,315 and Youth Services machine was at 1,586.

STANDING COMMITTEES

PERSONNEL – Director Jarzemsky set up a Personnel Committee meeting with Trustee Hoyle and Contes. The proposed information should be tentatively presented at the February or March Board meetings.

VIII. REPORTS (Continued)

POLICY – The Sexual Harassment Policy will be discussed later on in the agenda.

FINANCE – No report.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – Carol Dawe, long time LINC director has found employment in MI and will be moving at the end of the month. Director Jarzemsky invited the Board to attend a Open House for Carol Dawe at Batavia Public Library on January 19th at 3 pm.

VILLAGE – Village of Bloomingdale Trustee Vince Ackerman thanked everyone who participated in the Tree Lighting event on December 1st in Old Town. There was between 1,000-2,000 people who attended the event. Construction has begun in Old Town at the Wolfden Brewing Company and Italian restaurant; both should open in April or May. The old Marathon gas station will be the new location of Dunkin Donuts; the owner wants a drive-thru. It will be open by late summer early fall. Across Lake Street, the old Shell gas station will be the new spot for Lucky Dogs. Lucky Dogs is known in the Oak Park/ River Forest area. They are known for their Chicago style dogs. 25 West owned by Jameson's will open in the mall soon. The new Harley Davidson store will offer lessons in the mall parking lot on Sunday's. The Village received the library's request for Co-Sponsored events; they are planning the budget for the new FY and will continue to support the library in the co-sponsored events. The Bloomingdale Police has two new officers. Urban Air trampoline park will open at the end of the month; they will have a kitchen and liquor license. They will also have a Friday night teen events. Winnebago is expanding and getting a new parking lot. District 93 is redoing all of their libraries, getting rid of paper holding replacing them with new features such as a tech lab.

Removal from Roll: Village Trustee Vince Ackerman leaves meeting at 7:58 pm.

FRIENDS OF THE LIBRARY – The Friends had a great year. The Q1 meeting will be on January 31st downstairs room b at 7 p.m. They will hold officer elections; you must be a Friends' member to hold a position. They will also start working on goals on donations to the library for 2018.

BIG – Next BIG meeting is Thursday, January 25th at School District 13 at noon. Director Jarzemsky invited the board to attend. Jamie Schingoethe will send an email out to the board.

VIII. UNFINISHED BUSINESS

ROOF REPLACEMENT

The library will be replacing all or part of our roof in FY 2018/19. The first step was to create the bid package which DLA architect's has done. We are now in the middle of step two, which is to publish the bid notice and establish timeline for potential bidders. The bid notice ran in the Friday, January 5th Daily Herald. In addition, we have established dates and times for potential bidders to walk-through the building, as well as the bid opening and due dates. Sealed bids submitted will be received until 10 am on Tuesday, February 6th. A mandatory pre-bid conference is scheduled on January 16th beginning at 10 am.

SEXUAL HARASSMENT POLICY

Illinois General Assembly recently enacted Public Act 100-0554, which required all governmental units to adopt by ordinance or resolution a policy prohibiting sexual harassment and requires certain other mandated employee-protective policy requirements. This policy has been added to the Library Human resources manual. Trustee Hoyle moved and Trustee Clark seconded **the motion**, that the Board approve the Sexual Harassment Policy. The motion carried by roll call vote: AYES: Trustees Valenti, Hoyle, Strutzel, Clark, Contes and Schade. NAYS: None. ABSENT: Trustee Rothbaum.

X. NEW BUSINESS

INVESTMENT OF PUBLIC FUNDS REPORT FOR OCT-DEC

As required by State Statute, a quarterly report is to be provided to the Library Board. Director Jarzemsky explained the condition of the library's investments and how the library meets the stated State policy guidelines.

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. Director Jarzemsky encourages the Board to lookout for that email.

2018 LANDSCAPING CONTRACTS

The library uses an outside contractor for landscaping services; weekly lawn maintenance, mulch installation, summer flower planting and fall mum planting. Trustee Contes moved and Trustee Valenti seconded **the motion**, that the Board approve Pine Landscaping contract for 2018. The motion carried by roll call vote: AYES: Trustees Valenti, Hoyle, Strutzel, Clark, Contes and Schade. NAYS: None. ABSENT: Trustee Rothbaum.

X. NEW BUSINESS (Continued)

2018 ANNUAL LIBRARY CERTIFICATION

Director Jarzemsky was pleased to report that the Library has successfully completed and submitted their certification thus fulfilling the regulatory obligation to the Illinois State Library.

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.

HR MANUAL APPROVAL

Director Jarzemsky distributed the Human Resources Manual to the Board. The Board was given an edited copy last month, and sent a clean copy via email. The Board discussed the Human Resources Manual at length. Trustee Hoyle moved and Trustee Valenti seconded **the motion**, that the Board approve the HR Manual. The motion carried by roll call vote: AYES: Trustees Valenti, Hoyle, Strutzel, Clark, Contes and Schade. NAYS: None. ABSENT: Trustee Rothbaum.

XI. ANNOUNCEMENTS

SEMI- ANNUAL REVIEW OF CLOSED SESSION MINUTES

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 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 8:24 p.m., Trustee Clark moved, and Trustee Strutzel the **motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2. (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 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 Valenti, Hoyle, Strutzel, Clark, Contes and Schade. NAYS: None. ABSENT: Trustee Rothbaum.

XI. ANNOUNCEMENTS (Continued)

The Closed Session was concluded at 8:32 p.m. at which time the regular meeting of the Board reconvened.

APPROVAL OF MINUTES OF EXECUTIVE SESSIONS

Trustee Contes moved and Trustee Schade seconded the **motion** that the minutes of the Executive Sessions of January 13, 2016 and May 11, 2016 be approved and released. The motion carried by roll call vote. AYES: Trustees Clark, Contes, Hoyle, Strutzel, Valenti and Schade. NAYS: None. ABSENT: Trustee Rothbaum.

DESTRUCTION OF VERBATIM RECORDS

Trustees Valenti moved and Trustee Contes seconded the **motion** that the verbatim recording of the Executive Sessions of January 13, 2016 and May 11, 2016 be destroyed. The motion carried by roll call vote. AYES: Trustees Clark, Contes, Hoyle, Valenti, Strutzel and Schade. NAYS: None. ABSENT: Trustee Rothbaum.

XII. ADJOURNMENT

Trustee Clark moved and Trustee Strutzel seconded **the motion** to adjourn the January 10, 2018 Library Board meeting at 8:36 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe