

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
February 14, 2018**

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: Alexandria Contes, Milton Clark, Benjamin Hoyle, Bonni Rothbaum, and Natalie Valenti. Also Present: Director Timothy Jarzemsky, Battalion Chief Allen Emody and Steven Wright, DLA Architects. Absent: Trustee Sharon Schade and Dave Strutzel.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

The agenda of the February Board Meeting were reviewed. Trustee Contes moved, and Trustee Valenti seconded **the motion**, that the agenda of the February 14, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

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

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

VI. NEW BUSINESS

FRIENDS OF BLOOMINGDALE FIRE- PRESENTATION

Battalion Chief Allen Emody from the Bloomingtondale Fire Protection District presented to the Board regarding the 2018 Bond Referendum. He explained why the fire district is seeking this referendum and how the money will be used. The Bloomingtondale Fire Protection District requested referendum is to maintain, repair and replace apparatus, equipment, and stations. Money from the referendum cannot be used for personnel, hiring, salaries or pension. Money from the referendum will be used to continue critical services to the district as well as improve some of the aging infrastructure. March 20th is the voting day for this referendum.

Removal from Roll: Battalion Chief Allen Emody leaves the meeting at 7:42 p.m.

VII. UNFINISHED BUSINESS

ROOF REPLACEMENT- APPROVE CONTRACTOR

Steven Wright, DLA Architects presented Attachment E to the Board. Attachment E shows the process of the bids received for the roof repair. We had 9 bidders show up to the first meeting, and then 6 bids were received. L. Marshall Inc. of Glenview, IL withdrew their bid due a clerical error. A \$40,000 allowance is included in the bid base line; this is only used at the discretion of the owner and architect. Director Jarzmeksy provided a handout of the library's budget to explain how the library can afford roof replacement. After a thorough discussion of this subject, Trustee Hoyle moved and Trustee Rothbaum seconded **the motion**, that the Board approve A-1 Roofing of Elk Grove, IL in the amount of \$335,620. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Clark, Contes and Strutzel. NAYS: None. ABSENT: Trustee Schade.

Removal from Roll: Steven Wright, DLA Architects leaves the meeting at 8:00 p.m.

VIII. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Contes moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of February, 2018 in the amount of \$ 92,492.16 and the transfer of approximately \$ 247,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Clark, Contes, Strutzel. NAYS: None. ABSENT: Trustee Schade.

Addition to Roll: Trustee Schade enters the meeting at 8:02 p.m.

IX. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of January. 38 patrons attended the Winter Concert, Heather Braoudakis Presents: Rosemary Clooney. 39 patrons attended magic with Jamie Apointe. Jamie performed a magic show with interactive magic; all children had a chance to participate. Jamie is the same magician we had for Breakfast & Brunch with Santa this year. Colleen Koebel started in Adult Services on January 8th as an Adult Services Librarian II. Colleen previously been employed at BPL in various positions at the library. Adult Services Reference transactions were up at 2,365 this month compared to previous years. The Group Study Room total hours for January was 118 and 67 people used the room. Youth Services reference transactions were slightly down at 714 for the month compared to previous years.

MONTHLY STATISTICS

Attachment D shows the activities for the month of January 2018. Circulation was up by 4% compared to last January 2017. Books were up at 11,763 compared to 11,470 previously. EBooks had a large increase at 1,060 compared to 521 for Jan of 2017. DVD's were

IX. REPORTS (Continued)

almost equal. Director Jarzemsky contributes this to marketing and the new optos in the main lobby. Patron cardholders were slightly down, this is due to our new system of postcards and purging cards. BPL has auto renewal, by sending a postcard to patrons.

STANDING COMMITTEES

PERSONNEL – Will discuss later on the agenda.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – LINC/SWAN update is later on the agenda.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – Had their first meeting, where they elected officers. Membership is up by a few people. The Friends have an upcoming Book Sale on April 7/8.

BIG – Director Jarzemsky and Trustee Valenti attended the BIG meeting on 1/25/18 at District 13. District 87 has a proud parent series program and website features that information. Glenbard North is under construction. College of DuPage annual angel fund planning is in progress and this will help students create ideas/products and bring them into the market. District 93 has a dual-language program; two new languages are Italian and Mandarin. They also have early childhood center and coding classes. Stratford Middle School is turning their library into a technology center. Village of Bloomingdale street lights have changed to LED. The old Mobile gas station will be the new Dunkin Donuts. Lucky Dogs is set to replace the old Shell gas station. WolfDen Brewing Company will open July/Aug. 25 West brewing will open in May. The Italian restaurant in old town will open in May/June. The food pantry is expanding. Bloomingdale Park District has new ball fields. Johnson Rec Center is closed for 2018- 2019 for construction. The Oasis will open in 2018. They need help cleaning up the wetlands areas after the winter weather conditions get better. District 13 started more community engagement, a demo study, and are switching to performance type grade from standards grading. Lake Park High School has a 4.0 financial rec score. They had 120 seniors that were IL State Scholars. Lake Park has moved away from the ACT and now does the SAT instead. Their theater program and boys bowling team are doing well.

X. UNFINISHED BUSINESS

LINC/SWAN UPDATE

Director Jarzemsky presented the Friday, February 9th the Board of Directors agenda from the LINC meeting. SWAN's go live date with BPL is still May 1st. The estimated dissolution equity is available as of January 31, 2018. BPL equity percentage is 10.5, we will likely get back \$104, 673. BPL will need to pay \$36,774 to become a SWAN member stated on the proposed fee chart. SWAN migration was in the almanac featured how patrons will be impacted.

XI. NEW BUSINESS

ANNUAL STATEMENT OF PREPERTY TAX PAYMENTS

Director Jarzemsky provided the Board with the letter from Gwen Henry, DuPage County Treasurer, which shows the annual statement of 2016 Real Estate Tax collected for and distributed to the Library.

LINC 2018/2019 OPERATING BUDGET

Director Jarzemsky presented the LINC budget that was in the Board packet as Attachment H. The Board reviewed the proposed LINC budget. Trustee Contes moved and Trustee Strutzel seconded **the motion**, that the Board approve the LINC Budget for FY 2018/2019 as proposed. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Clark, Contes, Schade and Strutzel. NAYS: None. ABSENT: None.

PER CAPITA GRANT

The Library has been awarded a FY2017 Illinois Public Library Per Capita Grant in the amount of \$17,095.66. Payment for this fund will be delayed.

RFP FOR AUDITING SERVICES

The Village of Bloomingdale and the Bloomingdale Public Library have submitted a request for proposal of financial statement auditing services. Director Jarzemsky has been working with VOB Gary Szott. Professional audit services can submit pricing information to either VOB or BPL. VOB and BPL can select different companies. This will be presented again at the March board meeting.

SET MAX RAISE FOR FY 2018/2019

The minutes of the Personnel Committee meeting of January 26, 2018 were included in the Board packet. The determination of the percentage of raises is a necessary component of the budget process. The salary program is a combination of the cost of living and merit raises. Director Jarzemsky explained how raises are given to employees and how employees can receive a higher raise based on evaluation scores. The data provided

included recent inflation data, industry and cost of living figures. A history of past raises was also included. Trustees Contes and Hoyle met as the Personnel Committee and a discussion took place concerning the data provided. The recommendation is 3%. Trustee Strutzel moved and Trustee Clark seconded **the motion**, to approve a maximum raise of up to 3% for fiscal year 2018/2019. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Clark, Contes, Schade and Strutzel. NAYS: None. ABSENT: None.

2018-2019 BLOOMINGDALE PARK DISTRICT DATES

Attachment L is an email from Business Office Manager Jamie Schingoethe to the Bloomingdale Park District. The Bloomingdale Park District will be under construction and needed spaces to hold meeting in 2018 and 2019.

FOOD FOR FINES PROGRAM

The Food for Fines program will run from April 1st through the 30th. The food collected will be given to the Bloomingdale Food Pantry. The library cannot accept perishable goods; Director Jarzemsky detailed the items that can be accepted. The library staff will remove \$1 worth of fines from your record for every non-perishable food item or personal health and hygiene item. Trustee Valenti moved and Trustee Hoyle seconded **the motion**, to approve the Food for Fines. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Clark, Contes, Schade and Strutzel. NAYS: None. ABSENT: None.

SPECIAL EVENTS CALENDAR 2018

The Special Events Calendar for 2018 was reviewed and a recap of all the major special events was given.

2018 SUMMER CONCERT SERIES

Director Jarzemsky stated the library will be hosting three concerts this summer on June 8th, July 13th, and August 10th. He stated who would be performing at each concert.

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT

Trustee Rothbaum moved and Trustee Contes seconded **the motion** to adjourn the February 14, 2018 Library Board meeting at 9:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe