

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
April 11, 2018**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m.

II. ROLL CALL

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

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

The agenda of the April Board Meeting were reviewed. Trustee Rothbaum moved, and Trustee Clark seconded **the motion**, that the agenda of the April 11, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the March Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the minutes of the March 14, 2018 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 Schade seconded **the motion**, that the Board approve the payment of bills for the month of April, 2018 in the amount of \$74,145.00 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Clark, Schade and Contes. NAYS: None. ABSENT: Trustee Strutzel.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of March. "Chicago before Chicago," a virtual tour of the late prehistoric peoples and cultures of the Chicago area, was part of a presentation that examined the complex and little known prehistory of the Chicago area through the archaeological evidence left to us. This program was presented by Dr. John Staeck, a Professor of Anthropology at College of DuPage; there were 31 patrons in attendance. In "Relaxation through Meditation," Michael Ribet, long time meditator and international speaker, discussed how meditation can evoke a deeper state of relaxation and more peace within. He also demonstrated a powerful meditation technique that can enrich one's life on all levels, and the audience had a chance

VII. REPORTS (Continued)

to practice this technique as well. 35 patrons attended this program. On March 9th, children participated in an interactive reader's theatre of the story of Peter Rabbit, with props! This program was presented by Emerald City Theatre and generously sponsored by Amita Health Care; attendance reached 115 patrons. BPL participated in the Easter Bunny Bash at the Park District and worked with the DJ to distribute books at our "book walk." 133 books were given away to lucky winners. Youth Services's Keri DeWaele and Kandy Jones were in attendance on the library's behalf, there was over 300 patrons in attendance. Recently added to the Librarian's Report are pictures of staff that are having anniversaries within the month. The Board thanked Winnie Wee, Administrative Assistant, for this update. Adult Services did dual programs regarding Fairy Gardens. First, they had "How to Make a Fairy Garden" presented by Sandy from Platt Hill. Platt Hill Nursery gave a demonstration on how to create an indoor, potted fairy garden using live plants, and also discussed how to plant an outdoor fairy garden. There was a drawing at the end of the program for the finished fairy garden made by the presenter; 21 patrons were in attendance. Then the following evening, "DIY Make & Take: Teacup Fairy Garden" was presented by Adult Services's Kristina Giovanni. Attendees made their own miniature fairy garden that fits inside a teacup! The class was full with 16 patrons in attendance. Teen Librarian Katie Yager presented "Perler Bead Craft." Although there was only 1 patron in attendance, teens were invited to drop-in and make a perler bead creation to turn into a magnet or keychain.

MONTHLY STATISTICS

Attachment D shows the activities for the month of March. Total Circulation was down by 1,209. eMagazines, eBooks and eAudiobooks were up this month. DVD's were down at 5,383 from 6,424. Cardholders was down at 15,755 vs 17,811. BPL is currently performing a database cleanup to prepare for the migration to SWAN. Cardholder numbers will fluctuate while we are performing this cleanup. Director Jarzemsky thanked Christine Sporleder, Head of Circulation & Technical Services and her staff for all their hard work preparing for SWAN.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

LINC – LINC Board of Directors are extremely busy working on the dissolution of LINC, final audit and AT&T circuit boards.

VII. REPORTS (Continued)

VILLAGE – Village Trustee Vince Ackerman attended tonight’s meeting. The Village is currently working on next FY budget. The Village will be updating the streetscape of Lake Street in the near future. The goal is to update the streetscape and create a point of presence when entering Bloomingdale, to mimic the wall over by Lake and Bloomingdale Road. The homes being built over by DuPage Medical Group has a model home currently up. The old JcPenny’s lower level now includes Pickle ball: they have indoor and outdoor courts. Harley Davison is open in the mall; in the near future they will have an outside test track and inside classroom. The test track will be in the outside parking lot. 25West Brewery will open in the mall in June. Wolf-Den Brewery will open in June in Old Town. The Bloomingdale Golf Club and surrounding areas are in the middle of a new flight route. The Village is monitoring the noise; complaints should go to them directly. Stratford School is redoing their labs and libraries into innovation centers. They are also redoing their front entrance. Indian Lakes is having some issues; they are going to court regarding the matter soon. The main issues are zoning approvals for the new homes and traffic and flooding issues.

Removal from Roll: Village Trustee Vince Ackerman leaves the meeting at 8:09 p.m.

FRIENDS OF THE LIBRARY – The Q2 meeting for the Friends is April 25th. The book sale went well despite the low volume of books. Committee and volunteers were great, worked well together, great teamwork.

BIG – Director Jarzemsky invited the Board to attend the next BIG meeting on April 26th at School District 93. Trustee Rothbaum and Schade along with Director Jarzemsky will attend.

VIII. UNFINISHED BUSINESS

FISCAL YEAR 2018/2019 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. Each section within the General Fund Expenditures was discussed. Under Personnel, “Salaries” line item shouldn’t change much but Department Heads have yet to complete all the personnel evaluations. 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. Director Jarzemksy asked the Board to prepare approval of a levy amount at the May’s Board meeting.

IX. NEW BUSINESS

RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FY2018/2019

President Rothbaum presented Resolution No. 2017/2018-4 entitled “Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of

IX. NEW BUSINESS (Continued)

Bloomington, DuPage County, Illinois.” Trustee Rothbaum moved and Trustee Clark 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 Hoyle, Valenti, Rothbaum, Clark, Schade and Contes. The following Trustees voted NAY: None. Absent: Trustee Strutzel. 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 Bloomington, DuPage County, Illinois, which was done.

INVESTMENT OF PUBLIC FUNDS (JAN-MARCH)

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 and 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.

APPROVAL OF TRANSFER TO BUILDING FUND

Director Jarzemsky explained that the estimated and proposed expenditures of the Building Fund are listed on Attachment I. This is the official planning document for the Building Fund. Based on the discussion, Trustee Hoyle moved and Trustee Valenti seconded **the motion** to approve the transfer to the Building Fund for in the amount of \$150,000.00. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Clark, Contes and Schade. NAYS: None. ABSENT: Trustee Strutzel.

2019 IMRF RATE DISCUSSION

Attachment J is a preliminary notice of IMRF contribution rate for calendar year 2019. 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.

AUDIT 2018

Attachment K, shows an engagement letter from Lauterbach & Amen, LLP. Lauterbach & Amen were selected by the Board last month to perform the library’s audit. Trustee Schade moved and Trustee Contes seconded **the motion** to approve Lauterbach & Amen as the auditing company for the Library’s audit this year. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Clark, Contes and Schade. NAYS: None. ABSENT: Trustee Strutzel.

NON-RESIDENT CARD PROGRAM

Attachment L 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 .3379 multiplied by the assessed valuation of the property divided by \$100.00. Less than 5 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 Rothbaum moved and Trustee Hoyle seconded **the motion**, that the Board approve the 2018/2019 non-resident public library card fee program as presented. The motion carried by roll call vote. AYES: Trustees Hoyle, Valenti, Rothbaum, Clark, Contes and Schade. NAYS: None. ABSENT: Trustee Strutzel.

VILLAGE EAV FROM DUPAGE COUNTY

Director Jarzemsky stated the EAV was previously discussed as a part of the budget review regarding the 2018 tentative tax rate and tax extensions. \$859,839,683 is the total value of all Bloomingtondale 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.

LAKE PARK TAX CONSORTIUM UPDATE

Attachment N shows a letter from Scott Ginsburg, of Robbins Schwartz. Mr. Ginsburg on behalf of the library handled all Lake Park Tax Consortium issues. The letter shows a matter that was recently resolved.

SWAN UPDATE

The SWAN go live date is May 1, 2018. There will be three days prior to that where there can be no activity. Attachment O is slides from a Q & A session to the new nineteen libraries. SWAN recently dropped off a welcome kit with marketing tools. Director Jarzemsky thanked Emily Glimco, PR & Marketing Coordinator for her hard working creating marketing content. He also thanked Christine Sporleder, Head of Circulation & Technical Services and her staff for all their hard work throughout this process and continued hard working during the migration.

KARA FOUNDATION DONATION

Attachment P is a letter to Patrick DeMoon thanking him for his generous donation of \$1,000 to the library. The Kara Foundation donation will be used to purchase a LulzBot Taz 6 Open Source 3D printer. The 3D printer will enable the residents of Bloomingtondale to print designs that they create themselves using a variety of open source software.

STATE OF THE VILLAGE LUNCHEON

Director Jarzmeksy invited the Board to attend the State of the Village luncheon on Thursday, April 19th. He will send a reminder email.

IX. NEW BUSINESS (Continued)

BUSINESS OFFICE STUDY

The Business Office is currently open Monday-Friday 9-5 p.m., Saturday 9-1 p.m., and closed on Sunday. Business Office staff have many important tasks that involve both internal (staff) and external (patron) contacts. However, with limited staffing consisting of one full time and one part time employee we need to ensure each hour is used effectively. The Business Office patron traffic on Saturday mornings has been declining. To understand and quantify this issue, we initiated a statistical study from August 2017 through March 2018. Business Office staff record phone calls and fax statistics each day. The attached document shows a breakdown of the Saturday phone/fax activity in the Business Office. In addition to answering phones and faxing, Business Office employees also manage meeting room applications. Over the past few years, community groups have been voluntarily adopting electronic submission of meeting room applications. Lastly, Business Office faxing volume has been going down in general as patrons now have access to multiple scan to fax machines located in the library. It is the recommendation of the Library Director that in the coming months, the Business Office no longer be staffed on Saturday mornings. The four staff hours currently devoted to Saturday mornings would be redirected to the Monday-Friday business week when we have peak patron/staff needs. As with any decision that affects our patrons, only after careful consideration by the Board would such a decision be made. We also should explore a self-serve fax kiosk that along with our current scan to fax service would be a viable and cost-effective solution to having Business Office or Circulation staff handle faxing. Director Jarzemsky will put this attachment on the agenda in June for the further discussion.

IN-SERVICE DAY 2018

The In-Service day is a day set aside for staff recognition and useful for the employees to have some fun and training. The proposed date for the In-Service is Friday, September 14, 2018. **A motion** was made by Trustee Hoyle, seconded by Trustee Rothbaum to approve the closing of the library on Friday, September 14, 2018 for the Staff In-Service day. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Clark, Contes and Schade. NAYS: None. ABSENT: Trustee Strutzel.

X. ANNOUNCEMENTS

XI. ADJOURNMENT

Trustee Clark moved and Trustee Valenti seconded **the motion** to adjourn the March 14, 2018 Library Board meeting at 9:32 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe