

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
May 9, 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, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: Trustees Alexandria Contes and Dave Strutzel.

**III. PUBLIC DISCUSSIONS**

No Public Present.

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

**IV. APPROVAL OF AGENDA**

The agenda of the May Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Clark seconded **the motion**, that the agenda of the May 9, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the April Board Meeting were reviewed. Trustee Clark moved, and Trustee Valenti seconded **the motion**, that the minutes of the April 11, 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 Hoyle seconded **the motion**, that the Board approve the payment of bills for the month of May, 2018 in the amount of \$87,658.45 and the transfer of approximately \$190,000.00 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 April. He highlighted Adult Services program, "Living in the Light: True & Amazing Stories of Angel Encounters and Miracles", 50 patrons were in attendance. Adult Services, "Money Smart Week: Understanding Wills, Trusts and Powers of Attorney" had 41 patrons were in attendance. Youth Services had a "Shredded Book Contest", where children were invited to try to guess the identity of two recently discarded shredded books, "Captain Underpants" and "My Little Pony". A drawing for two Barnes and Noble \$10 gift cards was held for the correct responses. 32 patrons participated in this program. Director Jarzemsky pointed out

## **VII. REPORTS (Continued)**

the staff photos next to the staff anniversary information; the pictures are a new feature that started in April. Director Jarzemsky shared a marketing update from Emily Glimco, PR/Marketing Coordinator; the BPL Buzz email newsletter received a redesign in its May issue, with a significant boost in subscribers after adding all the email addresses we had from our library accounts. This issue featured the SWAN migration, a few upcoming programs for adults and children, and a Save the Date for Summer Reading, which starts in June. The May issue had a strong open rate of 36.9% and had low bounce and unsubscribe rates (approximately 4% and 1.5%), which is great to see in this first issue with all our new subscribers. Director Jarzemsky thanked Emily Glimco for all her hard work on this project. Circulation was down 9% from April 2017; this is due to switching to SWAN from LINC. 3D Print Service for the month of April was at 10 patron prints with a running time of 36 hours and 32 minutes; the total charged was \$7.75.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of April. Circulation was down 9% Director Jarzemsky attributes this to BPL switching from LINC to SWAN and having three freeze days, where there was no circulation activity.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – No report.

### **LIAISON REPORTS**

**LINC** – LINC is in their last days of existence.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – The Friends Q3 meeting is scheduled for July 25<sup>th</sup>. Trustee Contes recently presented at the Lions Club meeting about the Library and Friends. The Friends have an upcoming visit to the Friends of Glen Ellyn Library. Trustee Valenti scheduled a fundraiser in June at Bottle & Bottega Studio in Glen Ellyn, staff and Board are encouraged to sign up. The Friends will be volunteering at the upcoming summer concerts series.

**BIG** – District 93 hosted the last BIG meeting. Director Jarzemsky and Trustee Rothbaum were in attendance. District 93 is working to personalize education and provide more tools for their students and teachers. Each teacher is allowed 90 minutes of continued education

## VII. REPORTS (Continued)

each week. They are renovating their libraries into innovation centers. District 15; Winnebago School is under construction. The gym is not finished yet but will be finished this fall. They added students into Preschool from roughly 80 students to 280 students. District 13 has a program for kids called the “Genius Program”, where kids can explore topics of interest to them and expand by putting that knowledge to use. A student was there and presented her current blog for the “Genius Program”. They are also focusing on safety for students and teachers by having a “Focus on Safety” presentation in a public forum. The Village of Bloomingdale will start updating the street space on Lake Street in the near future. Lucky Dogs will come to Bloomingdale soon. They are still dealing with Indian Lakes project issues and recently went to court over the matter. College of DuPage is having a 5K coming up in October. DuJardin has a new mentor program. Westfield has an upcoming Willy Wonka play and they are reviewing their construction project. Bloomingdale Chamber of Commerce reported on the new chamber directory and an upcoming golf fundraiser. The Bloomingdale Township new assessments went out in the mail. The Bloomingdale Park District will unveil their new ball field in May. On May 1<sup>st</sup>, they started construction and are re-locating all activities; they are using the Library for meeting spaces for their Board and staff meetings. The water park will go under construction between swim seasons and is expected to be complete before June 2019. Glenbard District 87; has a new parent series where different authors and speakers present to parents and students on various topics. They have also been dealing with student walk-outs just like in the news in past months.

## VIII. UNFINISHED BUSINESS

### OPERATING BUDGET FY 2018/2019

Director Jarzemsky stated that the budget has been reviewed previously at last month’s meeting. Attachment E shows the Fiscal Year 2018\2019 budget details. Department Heads and other library supervisors had input in the creating the budget lines with in Attachment E. The projected General Fund Revenue for FY 2018/2019 is \$3, 017,406.13 with total revenue at \$2,967,711.50. The general fund revenue is -.80% from last fiscal year 17/18. Director Jarzemsky discussed the various projects that are proposed to be completed within the fiscal year. \$150,000.00 will be transferred into the Library Capital Fund for next FY. After a final review and discussion of the budget document, Trustee Hoyle moved and Trustee Contes seconded **the motion**, that the Board approve the Budget of \$3, 017, 406.13 for Fiscal Year 2018/2019 as presented. The motion carried by roll call vote. AYES: Trustees Hoyle, Valenti, Rothbaum, Clark, Schade and Contes. NAYS: None. ABSENT: Trustee Strutzel.

### BUILDING FUND SCHEDULE 2018/2019

Director Jarzemsky explained that the estimated and proposed expenditures of the Building Fund are listed on Attachment F. He reviewed the list of expenditures with the Board. This is the official planning document for the Building Fund and the proposed expenditures for 2018/2019 that amounts to \$443,122.00. A picture of the Library’s parking sign was

## **VIII. UNFINISHED BUSINESS (Continued)**

provided. The Village plans to update their signs, which the library will match. The Village will replace the Police sign which lights up; ours will not light up but it will match in style and aesthetic. Based on the discussion, Trustee Rothbaum moved and Trustee Valenti seconded **the motion** to approve the Building Fund expenditures for 2018/2018 in the amount of \$443,122.00. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Clark, Schade and Contes. NAYS: None. ABSENT: Trustee Strutzel.

### **ROOF PROJECT UPDATE**

Director Jarzemsky shared the roof projections and roof schedule. If there is rain, it won't slow down activity except when they do the shingles that requires no rain. They begin work on 5/10 or 5/11. Kelly Cusack, Maintenance Supervisor, will be the project point person on this project. The roof should be complete by mid-June but our contact is until end of July.

### **YS REFRESH COMPLETED**

Attachment H shows new furniture in Youth Services. Youth Services recently refreshed some of its older furniture along with exciting new features for kids such as a kitchen with all the accessories. The kitchen was installed on April 30<sup>th</sup>.

## **IX. NEW BUSINESS**

### **RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS 2018/2019**

Trustee Rothbaum presented the Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year beginning May 1, 2018 and ending April 30, 2019. Trustee Clark moved and Trustee Contes seconded **the motion** that said resolution as presented be adopted in the amount of \$2,918,970.00. 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 Bloomingdale, DuPage County, Illinois, which was done.

### **RESOLUTION APPOINTING THE BLOOMINGDALE PUBLIC LIBRARY AS PASSIVE-DIRECTED, NON-DISCRETIONARY TRUSTEE**

The Library provides to its employees an additional means to build retirement security through voluntary employee-only participation in the ICMA-RC and its various retirement plans (the "Plan"). The Plan is commonly referred to as a 457 deferred comp plan. Employees have had the opportunity to participate in this Plan since 1991. In 2012, ICMA-RC notified the Library that it would no longer act as passive-directed, non-discretionary trustee (the "Trustee") of the Plan. At that time and for no additional cost, the Library

## **IX. NEW BUSINESS (Continued)**

elected to use Wilmington Trust to serve as the Trustee. Since then, Wilmington Trust has become MG Trust Company. Recently, MG Trust has instituted an annual fee to act as Trustee. The services that MG Trust is to perform are actually delegated back to ICMA-RC. They include, but are not necessarily limited to, administrative services such as confirming employee deposits and any withdrawals, reviewing SO1 Reports, and general oversight of the Plan. The Trustee makes no decisions as to how the Plan functions or any of its investment offerings. The Library does not receive any communication or reports from the Trustee. ICMA-RC representatives have indicated that of all their employer sponsored accounts a preponderance of them do not use such a Trustee. They have suggested that the Library consider terminating the Trustee relationship. To this end, ICMA-RC and the Trustee require that a resolution be approved and a successor trustee named. At the suggestion of ICMA-RC representatives, the successor trustee can be the Library. The Library Board of Trustees approve the accompanying resolution to terminate the services of MG Trust Company as Trustee of the Plan and name the Library as Trustee of the Plan. Trustee Hoyle made a motion to approve the above statement, Trustee Contes seconded **the motion**. The motion carried by roll call vote. AYES: Trustees Hoyle, Valenti, Rothbaum, Clark, Schade and Contes. NAYS: None. ABSENT: Trustee Strutzel.

### **LINC/SWAN UPDATE**

Attachment K is an update regarding SWAN. An email sent by Director Jarzemsky was provided welcoming the staff and Board to SWAN. The merger took place on May 1<sup>st</sup>. Christine Sporleder, Head of Circulation & Technical Services and her staff head this merger. Sean Luster, Head of Computer Services and his staff handled all IT during the merger. A picture of a swan on top of the Circulation was featured on the library's Facebook and Instagram page. Emily Glimco, PR/Marketing Coordinator, created marketing content during the merger. The back page of the attachment is a map of new libraries that offer SWAN library services.

**Removal from Roll: Trustee Contes leaves the meeting at 8:57 p.m.**

### **LINC IMRF ASSETS & LIABILITIES**

The Bloomingdale Library is a member of the LINC Consortia, an intergovernmental agency that participates in the IMRF retirement program. In order for LINC to dissolve, the public bodies that are members of LINC must assume the assets and Liabilities of LINC's IMRF plan. The current membership of LINC includes, the Batavia Public Library, the Bloomingdale Public Library, the Geneva Public Library, the Glen Ellyn Public Library, the Itasca Community Library, the St. Charles Public Library, the Villa Park Public Library and the West Chicago Public Library. Of the eight members of LINC, four are District Libraries that have independent levying authority; four are Village libraries that rely on the levying authority of their Village. The Bloomingdale Library is a Village Library and as result, IMRF is insisting that the Village Board approve a resolution authorizing the dissolution of LINC and accepting ownership of the resulting IMRF assets and liabilities. LINC has engaged the law firm of Ancel Glink to assist in the dissolution process. LINC attorneys in consultation

## **IX. NEW BUSINESS (Continued)**

with IMRF asked a number of questions, included how will accept the assets/liabilities impact the eight members. It is important to note that as of 2017 the LINC IMRF account is currently funded at 112% and that the employer rate of the eight members will not be negatively impacted. LINC has created the attached packet for the Village libraries to distribute to their Village Board. Director Jarzemsky has been in close communication with the administration of the Village of Bloomingdale. Director Jarzemsky will be attending a future committee of the whole meeting to answer any question that arise. An IMRF representative will also attend.

### **FY 2018 PER CAPITA GRANT AWARD LETTER**

Bloomingdale Public Library was awarded a FY 2018 Illinois Public Library Per Capita Grant in the amount of \$27,522.50. Director Jarzemsky mentioned that this award letter is simply letting us know what the grant amount will be. The actual check has not been received.

### **FROIO**

Director Jarzemsky explained that Mr. Dominic Froio, a Village resident, donated \$35,500.00 to the Library. He stated that the annual report for the fiscal year 2017/2018 of the funds in the Memory of Donna Beth Froio Fund has been sent to Mr. Froio and was included in the packet for review by the Board. The principle balance always remains the same and materials are purchased with the interest money. The interest funds are used to enhance the multi-cultural collection which consists of DVDs, books and other materials. The collection has wide variety and reflects the Village population. The attachment shows a detailed description of books purchased. The Library can never spend the principal of \$35,500.00.

### **MEMORIAL BRICKS**

The Library in coordination with the Village of Bloomingdale offers a memorial brick program. Residents may purchase a brick in the name of a loved one; the bricks, which are installed once a year, are located in the walkway that surrounds the statue in front of the library. The Village coordinates the purchase of bricks and we do have access to the purchase records of bricks, however, we never recorded the brick location. The library occasionally receives inquires as to the location of particular bricks. When requests came in staff would physically go looking through the hundreds of bricks in the walkway for a specific one. Under the direction of the Director Jarzemsky, Business Office staff employees, Jamie Schingoethe, Winnie Wee, and Youth Service staff Heidi Knuth discussed options. We needed a tool to assist in the quick location of the bricks. We utilized the help of a VolunTeen named Veronica Luna. Heidi Knuth compliments Veronica Luna (VolunTeen) on her assistance: "She showed initiative in problem solving, attention to detail, and great perseverance throughout the course of this multi-session endeavor." Heidi Knuth used the brick name/location data recorded by our VolunTeen to create a spreadsheet on Google Docs. Business Office Staff may now use this document to view

## **IX. NEW BUSINESS (Continued)**

the name/location of existing bricks and to add new ones. We also have a paper copy available in the Business Office. We are working on a search tool for names to improve the process. In the future, there will be a version of the map available to the public for viewing only. Once the public search tool is ready, we will work with our PR/Marketing Coordinator to create awareness on our website. We will create space on MYBPL.COM to highlight all details of the brick program including the search tool. I hope that with the new search tool and a marketing effort we will see more residents take advantage of the memorial brick program. Director Jarzemsky thanked Heidi Knuth for all her hard work on this project.

### **BPL NEWSLETTER**

In May, BPL issued a new BPL Buzz Email Newsletter. Director Jarzemsky thanked Emily Glimco, PR/Marketing Coordinator for all her hard work.

### **POWER FAILURE 4/17/2018**

Director Jarzemsky provided a series of emails with Cynthia Thomas from Com Ed. Last August Com Ed scheduled a repair from recent power outage issues. The work was never completed; therefore, the Library had another power outage in the same location with the same issue on 4/17/18. Cynthia Thomas assured Director Jarzemsky that the work will soon be completed.

## **X. ANNOUNCEMENTS**

Memorial Day- A Memorial Day Remembrance event hosted by the Bloomingdale Historical Society will take place on Monday, May 28<sup>th</sup> at the St. Paul Cemetery on Lake Street. The library purchased the chairs for this even. Kandy Jones and Kelly Cusack have done all work for this week and will be at the event. The Village will provide a worker and Village truck to transport the Library's sound system.

Summer Concert Series- Jamie Schingoethe and Kristina Giovanni are preparing for the upcoming Summer Concert series. The attached flyer created by Emily Glimco, PR/Marketing Coordinator, which shows the bands and dates of concerts.

## **XI. EXECUTIVE SESSION- SALARY SCHEDULE AND DIRECTORS 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 9:16 p.m. Trustee Rothbaum moved, and Trustee Hoyle 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 Hoyle, Valenti, Rothbaum, Clark, Schade and Contes. NAYS: None. ABSENT: Trustee Strutzel. The Closed Session concluded at 11:08 p.m. at which time the regular meeting of the Board reconvened.

**XII. APPROVAL OF STAFF SALARIES**

Trustee Schade moved and Trustee Hoyle seconded a motion to approve the Fiscal Year 2018/19 staff salaries as presented earlier in the Executive Session. The motion carried by roll Call Votes: AYES: Trustees Schade, Hoyle, Rothbaum, Clark, and Valenti. NAYS: None. ABSENT: Trustees Strutzel, and Contes,

**XIII. DIRECTOR’S SALARY FY 2018/2019**

Trustee Valenti moved and Trustee Clark seconded the motion that the FY 2018/2019 salary for the Library Director, as recommended in executive session be approved. The motion carried by roll call vote: AYES: Trustees Valenti, Schade, Clark, Hoyle and Rothbaum. NAYS: None. ABSENT: Trustees Strutzel and Contes

**XIV. ADJOURNMENT**

Trustee Hoyle moved and Trustee Rothbaum seconded **the motion** to adjourn the May 9, 2018 Library Board meeting at 11:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Minutes recorded by Jamie Schingoethe