

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
June 13, 2018**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:31p.m.

**II. ROLL CALL**

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

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

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

**V. APPROVAL OF MINUTES**

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

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

**VI. TREASURER'S REPORT**

The Board reviewed the Treasurer's Report. Trustee Hoyle moved and Trustee Clark seconded **the motion**, that the Board approve the payment of bills for the month of June, 2018 in the amount of \$254,032.61 and the transfer of approximately \$435,200.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Clark and Strutzel. NAYS: None. ABSENT: Trustees Contes and Scahde.

**Addition to Roll: Trustee Contes enters the meeting at 7:34 p.m.**

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of May. On May 21<sup>st</sup>, "From the Battlefield to the Boardroom", Retired Army Colonel Jill Morgenthaler shared her leadership secrets. Free Comic Book Day on May 5<sup>th</sup> had activities for all ages; we offered super crafts, a green screen photo booth, and free comics. Thank you to Dwight's Comics for the generous comic book donations! There were 36 young adults and 40 adults that attended. Director Jarzemsky thanked Jessica Frazier,

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

Adult Services Assistant Department Head, and Katie Yager, Teen Librarian, for all their hard work preparing and executing Free Comic Book Day. On May 17<sup>th</sup>, Youth Services had a “Fly Away Butterfly” program; the window display was transformed into an interactive display where the patrons can see the caterpillars and learn about the butterfly life cycle for the month of May, and then the butterflies were set free in this fun event for all ages. They had 16 patrons in attendance and plan to do it next year. Leslie Blount, Youth Services Assistant, presented this program. Dawn Janke’s last day was May 31<sup>st</sup>; she worked in the Circ /Tech department as a clerk. Daniel Chong started in Computer Services on May 16<sup>th</sup> as a Computer Services clerk. The total reference transactions for the month of May were at 2,303. YS reference transactions for May were at 615. Museum Adventure passes was at 14 for the month of May; this number will increase in the upcoming summer months. Stratford Mall Storytime on May 3<sup>rd</sup> had 65 patrons in attendance; the storytime focused on frogs and alligators. We used songs, stories, and flannels to interact with the lively audience. Katie Richert, Youth Services Assistant Department Head ran the program. BPL had two sessions of storytimes at the Bloomingdale Park District; on May 18<sup>th</sup> the total attendance was 37 for both sessions. This is a monthly storytime for the kindergarteners at the Park District classes focused on frogs and alligators. Afterwards, we made alligator craft; Katie Richert Youth Services Assistant Department Head, lead the program. School activities for the month of May increased due to Celebrate Reading; Celebrate Reading had 5 sessions with 293 total kids. On May 15<sup>th</sup>, 17<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> first grade students from four school visited for the annual program with their teachers. They enjoyed a presentation and activity, snack, craft, and behind the scenes tour of the library. Presenters for Celebrate Reading were Heidi Knuth, Youth Services Librarian, Kandy Jones, School Liaison, and other YS staff. Black Hawk school had 45 students, Winnebago school had 66 students, Erickson school had 76 students, and DuJardin school had 61 students. The Summer Reading program was promoted to different elementary schools; Kandy Jones, School Liaison presented to Cloverdale elementary, Winnebago elementary, Erickson elementary, and St. Matthew school.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of May. Total circulation was down by 15% during the month of May 2018; this FY was at 17,699 and last FY 17/18 was 20,999. We performed a database cleanup to prepare for the migration to SWAN. Cardholder numbers for FY18/19 were at 14,317 and for FY17/18 were at 16,482. In 2015, BPL started the auto- renewal of patrons library cards and increased library timeframe and will appear reduced for several months. Staff are currently working with SWAN and Bibliotheca to possibly restore statistics tracking per self-check.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

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

**FINANCE** – No report.

**BUILDING AND GROUNDS** – No report.

### **LIAISON REPORTS**

**LINC** – Attachment E shows the agenda from the Friday, June 8 LINC meeting and the minutes from the Friday, May 11 LINC board of directors meeting. In November of 2018, the final LINC checks will be sent out. They are still working on the dissolution documents for LINC. LINC will still have an audit, which will be for FY 17/18 and 4 months into FY18/19.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – On June 3<sup>rd</sup>, the Friends had a fundraiser at Bottle and Bottega, they had 13 people in attendance, and raised \$156 for the Friends. There will be another fundraiser on July 10<sup>th</sup> from 4-8 pm at the Bloomingdale Chipotle. The Friends recently helped with the June Summer Concert.

**BIG** – The next BIG meeting is on July 26<sup>th</sup> at the Fire District. At the July Board meeting, Director Jarzemsky will ask for attendance from the Board.

## **VIII. UNFINISHED BUSINESS**

### **LINC IMRF ASSETS AND LIABILITIES**

Attachment F shows a resolution recognizing the dissolution of LINC IMRF assets and liabilities. Director Jarzemsky attended a meeting of the whole at the Village on May 14<sup>th</sup> to discuss with information; there was also a representative from IMRF there to assist with questions. At the May 29<sup>th</sup>, Village Board meeting, the Village Board passed this resolution. It was noted that the LINC IMRF program is well funded at 112%. Director Jarzemsky thanked Peter Scalera and Gary Szott for all their hard work on this initiative.

### **ROOF REPLACEMENT PROJECT**

Attachment G shows the timeframe for the roof project, with progress updates and pictures from the rain damage. On May 22<sup>nd</sup>, there was severe rain which caused rain damage inside of the library. As of today, the shingles are done and the roofers are moving onto installing the metal roof, which makes a cross pattern across the roof. Ice shield have been added underneath parts of the roof which will help to prevent leaks. Next step are adding the rocks and tar.

## **IX. NEW BUSINESS**

### **RESOLUTION ADOPTING THE PREVAILING WAGE**

President Rothbaum presented Resolution No. 2018/2019-3 entitled Resolution Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Bloomingdale Public Library. The Library follows State law and makes sure that the contractors pay their employees the prevailing wage. Trustee Hoyle moved and Trustee Strutzel 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, Rothbaum, Valenti, Strutzel, Clark and Contes. The following Trustees voted NAY: None. Absent: None. 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.

### **FY 2019 PER CAPITA GRANT REQUIREMENTS**

Director Jarzemsky explained the FY 2019 requirements for the Illinois Public Library Per Capita and Equalization Aid Grants. He explained the reasons why the State requires the Board to participate in the grant process. Further discussion on the requirements will take place at a future meeting. Trustees will be asked how the library meets the needs to community as a provider of educational programs and training opportunities, the library's ability to integrate new technologies and identify an activity that fosters increased resource sharing. Director Jarzemsky will complete the grant application that is due in January.

### **FARMER'S MARKET SCHEDULE**

Emily Glimco, PR/Marketing Coordinator provided a memo to the Board regarding the upcoming Farmers Markets. This year, the Farmers Market is being held in Old Town Bloomingdale. We were given four dates to attend and set up a table. Director Jarzemsky explained that before each market, Emily will have a meeting with staff who are going to explain what they need and their goal at each visit. June 7<sup>th</sup>, Computer Services attended; their goal was to promote summer reading. The Village asked us to cancel the July 5<sup>th</sup> visit due to space and scheduling issue. As of June 11, we are working with them to see if there is an opening in the schedule so that we can still attend the market four times this season. Adult Services plans to attend on August 16, goal not yet determined, and Circ/Tech plans to attend on August 30 to promote library card sign up month.

### **BUSINESS OFFICE HOURS CHANGE**

Attachment K is a memo to the Board regarding closing the Business Office on Saturdays starting on August 1<sup>st</sup>. 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

**IX. NEW BUSINESS (Continued)**

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 call 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 the Business Office close on Saturday's starting on August 1, 2018. It was noted that during Breakfast and Brunch with Santa ticket sales, which plan to start November 6<sup>th</sup> this year that those tickets should be available for purchase during the weekend. Jamie Schingoethe and Director Jarzemsky will have a solution once that time arrives. Trustee Rothbaum moved and Trustee Contes seconded **the motion**, that the Board approve in the Business Office close on Saturday to the public starting on August 1, 2018. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Strutzel, Clark Contes. NAYS: None. ABSENT: Trustee Scahde.

**X. ANNOUNCEMENTS**

**XIV. ADJOURNMENT**

Trustee Hoyle moved and Trustee Rothbaum seconded **the motion** to adjourn the June 13, 2018 Library Board meeting at 8:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe