

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
September 12, 2018**

I. CALL TO ORDER

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

II. ROLL CALL

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

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

The agenda of the September Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the agenda of the September 12, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the August Board Meeting were reviewed. Trustee Schade moved, and Trustee Rothbaum seconded **the motion**, that the minutes of the August 8, 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 Hoyle moved and Trustee Schade seconded **the motion**, that the Board approve the payment of bills for the month of September, 2018 in the amount of \$180,917.94 and the transfer of approximately \$385,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum and Schade. NAYS: None. ABSENT: Trustees Contes and Strutzel.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of August. 106 patrons enjoyed "Stick Together", a Youth Services program presented by Katie Richert, Youth Services Assistant Department Head. As passive programming, patrons helped us create a picture using color stickers. On August 20th, "Chef Maddox Presents: Vegetarian Cooking", Chef Susan Maddox did a cooking demonstration on how to cook vegetarian meals, using fresh produce. She also provided samples for up to 50 attendees. The staff enjoyed leftovers from the program. The entire Bloomingdale community was invited to join us at our 3rd Volunteer Fair. The Library hosted over 24 different organizations, all with volunteer opportunities. Director Jarzemsky thanked Katie

VII. REPORTS (Continued)

Yager, Teen Librarian, and Kandy Jones, School Liaison, for all their hard work on this event. Miriam Luna's last day as a Circulation Clerk was August 13th; she worked here for almost 4 years. Jill Baetiong started on August 20th in Youth Services as a part-time Youth Services Librarian. On Friday, August 10th, we had the last concert of the summer featuring Dixie Crush, 129 patrons attended. On Thursday, August 2nd, we had our annual Ice Cream Social party. There were more than 1,200 patrons in attendance. On August 7th, Steven Briggs, Financial Advisor & CCO of Briggs Financial, presented "Maximizing Your Social Security Benefits", it explored the different factors that contribute to social security payments and what a person can do to get the most out of their social security benefits. 31 patrons attended "A Beginner's Guide to the Golden Age of Radio" on August 14th, this presentation looked at some of the biggest shows and stars that emerged from the early years of radio. On August 9th, Katie Richert, Youth Services Assistant Department Head presented "Circle Park Storytime", our storytime at the park focused on school. We used songs, stories, and flannels to interact with the lively audience. It was well attended with 40 patrons in attendance. Kandy Jones, School Liaison was busy this month with the start of the new school year, she attended many schools.

MONTHLY STATISTICS

Attachment D shows the activities for the month of August. Total Circulation was down at 20,245. Christine Sporleder, Circulation and Technical Services Department Head is going to investigate these numbers further as other LINC libraries have noticed an issue with their numbers as well. It could be because SWAN records different information than LINC did. Christine will update the board with more details.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – The roof is complete, still working to complete the punch list. The new parking sign will be installed within 3 weeks to a month, weather permitting.

LIAISON REPORTS

LINC – The next LINC meeting is here at BPL on 9/21.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The next Friends meeting is in October. The Friends are preparing for the big upcoming Book Sale. They plan to volunteer at the upcoming Halloween Party.

VII. REPORTS (Continued)

BIG – Director Jarzemsky will ask the Board for two attendees at the next meeting.

VIII. UNFINISHED BUSINESS

FY 2019 PER CAPITA GRANT REQUIREMENTS

Attachment E provides information on the Illinois State Library FY 2019 requirements for the Per Capita Grant. In order to continue receiving the grant, certain benchmarks are expected from the libraries to complete. Staff and Board trustees have certain requirements that need to be completed. Staff will complete the grant application in order for the library to receive money each year. The Board reviewed chapters 1-5 of the Trustee Facts File Third Edition. The staff and Board will complete the continuing education portions of the requirements. Library staff and Board Trustees re-familiarized themselves with services provided by the Illinois State Library Literacy program.

COMMEMORATIVE BRICK PROGRAM

The Commemorative Brick Program is complete and now featured on the website. There is a map of all the brick in their exact locations and there is an alphabetical list of bricks. The Business Office will update the map when bricks are added to library grounds. Director Jarzemsky thanked Heidi Knuth, Youth Services Librarian and the VolunTeens for all their hard work on this project.

IX. NEW BUSINESS

DECLARATION OF VACANCY

The Board declared a vacancy exists and the remaining six trustees will commence a search for an appointee to serve until the next regular Library Trustee election, April, 2019 at which a Trustee will be elected for the remainder of the unexpired term. Based upon the discussion, **a motion** was made by Trustee Hoyle, seconded by Trustee Rothbaum, to declare a vacancy on the Library Board due to the resignation of Trustee Milton Clark and to begin the process to find a new Library Trustee. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum and Schade. NAYS: None. ABSENT: Trustee Contes and Strutzel.

APPOINTMENT OF VICE PRESIDENT

Due to Vice President Milton Clark's vacancy and that he was Vice President at the time of his resignation; the Board must appoint a new Vice President. Trustee Rothbaum made **the motion** to nominate Trustee Dave Strutzel as Vice President until the next election of officers, Trustee Hoyle seconded the motion. The current officers and newly appointed Trustee Strutzel will remain in their position until the end of the 2 years, FY 2017/2018 and FY 2018/2019. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum and Schade. NAYS: None. ABSENT: Trustee Contes and Strutzel

IX. NEW BUSINESS (Continued)

MARKETING UPDATE: USER INTERVIEW FINDINGS

Attachment I created by Emily Glimco, PR/Marketing Coordinator, shows the recent “User Interview Findings”, round 1 took place on July 2018. Emily ran four user interviews, speaking to 24 people total. Emily inquired about a number of topics such as why patrons come to the library, how often they visit, how patrons describe BPL, and how patrons find out about library news and events. Emily’s next steps are to develop another round of use interviews to be run in September and push email newsletters signups to see if there is an effect on user interview responses. Director Jarzemksy went over the full report in detail. The Board thanked Emily for this update and are looking forward to hearing more in the future.

RENAME TEEN AREA

In the past several months, teens have expressed that they do not like the current name for the teen area (YA Spot). They have also expressed that they don’t feel as comfortable being in the YA Spot because there are generally adults sitting over there. After talking with Teen Advisory Board (TAB), the teen have expressed that they are not a fan of our current name for the teen section. In general, they don’t often refer to themselves as young adults, so they wanted the wording changed to teens. After brainstorming some name ideas, TAB members voted and chose the new name for the teen section to be called Teen Territory. TAB said that maybe giving it this name would discourage adults from being in their area of the library so they would feel more comfortable going there to hang out to play games, read, or do homework. TAB members decided that changing the name of the teen section to Teen Territory will make it more obvious that the section is reserved for 7-12 graders. One of the ways in which we can make this obvious would be replaced the neon sign that says YA Spot to one that will say Teen Territory. Estimated cost of a new sign would be \$300-\$600. TAB also came up with the idea of cutting a large deal with the same wording to put on the wall above the TV in the teen section. The large decal would be created by using our in-house vinyl lettering printer. Trustee Rothbaum made **the motion**, Trustee Valenti seconded the motion to approved the YA Spot be called Teen Terriorty. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum and Schade. NAYS: None. ABSENT: Trustee Contes and Strutzel. The Board thinks this is positive improvement and looking forward to seeing all the changes to that area.

ON THE SAME PAGE

The “On the Same Page” program is presented by BPL, Roselle Library and Itasca Library. This year’s book is “News of the World” a novel by Pauletter Jiles. The “On the Same Page” program is sponsored by; the Friends of Library, Friends of Roselle Library, Itasca Bank and Trust Co. and Rotary Club of Bloomingdale-Roselle. BPL has a number of upcoming events; Monday Night Page Turners, Exploring Native American Culture Through Oral Traditions, Music & Food, The Art of Remington, Russell & Catlin, Facts & Legends of the Old West.

XI. ANNOUNCEMENTS

Friends of the Library Fall Book Sale- The Friends Fall Book Sale is coming soon on Sept 29/30. The Friends are preparing for this event.

XII. ADJOURNMENT

Trustee Rothbaum moved and Trustee Valenti seconded **the motion** to adjourn the September 12, 2018 Library Board meeting at 8:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe