

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 14, 2016**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m.

**II. ROLL CALL**

Upon a roll call, the following Trustees present: Milton Clark, Alexandria Contes, Sam D'Amico, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade and David Strutzel. Absent: None. Also Present: Director Tim Jarzemsky and Auditor John George with RSM US, LLP.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

Director Jarzemsky requested a change to the agenda. He asked that the 2015/16 FY Audit Approval under New Business be presented following the review of the Treasurer's Report. Trustee Hoyle moved and Trustee Strutzel seconded the **motion**, that the revised meeting agenda be approved as proposed. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the August Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Contes seconded the **motion**, that the minutes of the August 17, 2016 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 Strutzel seconded the **motion**, that the Board approve the payment of bills for the month of September, 2016 in the amount of \$139,305.28 and the transfer of approximately \$305,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Strutzel, Rothbaum, Clark, D'Amico, Schade and Hoyle. NAYS: None. ABSENT: None.

**IX. NEW BUSINESS**

**APPROVAL OF FY 2015/2016 AUDIT**

Director Jarzemsky provided background on the audit process by staff. He then introduced Mr. John George of RSM US, LLP, the Library's audit firm. Mr. George discussed the audit process and the various reports contained within the report. He stated that preliminary field work took place on May 16, 2016. He explained what occurred during and following the preliminary field work. He stated that internal controls were tested and were working well. There were no issues and nothing was noted. The final field work took place two weeks in June. He reviewed the various financial reports. All balances in the funds were audited. He reviewed the financial results with the Board. He explained that the new GASB Statement 68 requirement mandates that the Library's pension liability be made a part of the total liabilities of the

library. He explained how the actuarial report provided by the Village of Bloomingdale was broken out for the library's portion. The long-term IRMF pension obligation was not recorded as a part of the Libraries liabilities in the past. The pension obligation is new to this year's audit. He discussed the statements of the library's net position showing total net assets and liabilities. He explained the differences between this year's assets and liabilities as compared to last year. He stated that there were no issues with how management presented the information. He discussed the various funds of the library and provided a recap of the year in the statements. He discussed the revenues, expenditures and changes within the funds. It was noted that there is only one Non-Major Governmental Fund, the Froio Fund. In responses to a question, he explained the fund balance percentage and what others may be maintaining as a fund balance percent. A schedule of expenditures and the increases and decreases in the budget between fiscal years is included in the report and the reasons for the changes. Mr. George went on to review the other pages in the document including the footnotes that explain the pension plan requirements. Management provided all the necessary paperwork and there were no issues or disagreements. The IMRF pension fund is in good shape compared to other governmental pension funds. The pension is funded with a rate adjustment and contribution annually. He explained how the percent of contribution is calculated. An overview representation letter will accompany the final version and bound copies of the audit will be provided to the Board. Mr. George thanked Director Jarzemsky, Ginger Boskelly, and staff for their help with the audit process.

The Board thoroughly reviewed the preliminary draft audit and based on this review, the following motion was made: Trustee Rothbaum moved, and Trustee Contes seconded the **motion**, that the Board approve the FY2015/16 Financial Report dated April 30, 2016 from RSM US, LLP as presented. The motion carried by roll call vote: AYES: Trustees Rothbaum, Contes, Clark, Hoyle, Schade, D'Amico and Strutzel. NAYS: None. ABSENT: None. Removal from the Roll: Mr. George leaves the meeting at 7:45 p.m.

## VII. REPORTS

### LIBRARIAN

Director Jarzemsky reported on the events that took place at the library in August, 2016. The Ice Cream Social was the highlight of the month. The "Play to Learn" program presented by the DuPage Children's Museum that had a number of STEM interactive exhibits was very popular. The program for kindergarten Park District classes had 48 children in attendance. The Volunteer Fair held on August 27<sup>th</sup> had twelve community organizations and the library providing information on volunteer opportunities. Plans are in the works to expand the fair in the future. Reports from the various departments were reviewed. Director Jarzemsky urged the Board to look at the teen area windows. The "Post-It Pixel Art" display can be seen there. The artwork was done with post-it notes. He noted that Kandy Jones has been busy visiting schools and talking about what the library has to offer. He reported on the Library's school library card program. He explained that teachers in School District #13 can check out books using a school issued library card instead of using their own library card and/or if they do not live or have a Bloomingdale library card. The library staff will pull books for their use on a subject the teacher requests and deliver them to the classroom. School District #13 has a memorandum of understanding with the Library on the use of these cards. It was noted that two employees, Julie Deeke with 28 years of service and Sue Drogos with 27 years of service are believed to be the longest employees working at the library. The Board agreed that they have a very good staff. The final Summer Concert starring the band "Zydeco Voodoo" was held on August 12<sup>th</sup>. Due to the weather, the concert was held inside the library. The concert had an attendance of 65 guests.

## **MONTHLY STATISTICS**

Circulation was down five percent as compared to last August. Director Jarzemsky stated that total circulation for the month was 24,381. Discussion took place concerning interlibrary loans and how the statistics are calculated.

## **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – Schedule 2<sup>nd</sup> Meeting on Investment Policy - Director Jarzemsky stated that a copy of the Village's Investment Policy and the Library's Investment Policy that was reviewed by Village staff with suggestions would be on the agenda for the second meeting. He suggested that the Finance Committee (Trustees Hoyle and Strutzel) meet prior to the next Board meeting. He stated that money has been moved from the IMET Convenience Fund to the Illinois Fund to help to diversify the investments. The goal would be to have a cash flow analysis completed in order to look at long-term investments with a greater yield.

**BUILDING AND GROUNDS** – Information on the Renovations Update will be discussed under New Business.

## **LIAISON REPORTS**

**LINC** – SWAN Update & Circ Stats Report - Director Jarzemsky outlined the necessary steps to become a part of the SWAN Consortia as contained in Attachment E. He stated that the Library Board will need to discuss and vote on a Resolution of Understanding to join SWAN upon the dissolution of LINC at their October meeting. All documentation including the intergovernmental agreement and application will be available for the Board's review at the October meeting and questions and concerns can be discussed further at the November meeting if necessary. The last day to submit an application to join SWAN would be December 31, 2016. The vote to authorize an Intergovernmental Agreement will need to be done prior to the application deadline. The library will also need to begin the LLSAP grant application process. Director Jarzemsky explained that the LLSAP grant is money available from the Secretary of State. The funding that is available will cover the cost to join SWAN. LINC will have a fund reserve that will be distributed on a pro-rata basis to the LINC libraries upon its dissolution. He noted that the annual fee would go down and no usual charges are expected with the move. The Circ Stats Report shows that library patrons do not use other libraries as much as others use Bloomingdale's library. Discussion took place concerning the proximity of SWAN library participant Carol Stream and the possibility of the more use by Bloomingdale library patrons at that library and vice versus.

**VILLAGE** - Director Jarzemsky stated that Trustee Ackerman was not able to attend the meeting but provided a written report that was read to the Board. The Board appreciated the information.

**FRIENDS OF THE LIBRARY** – Director Jarzemsky distributed a Daily Herald article on the Friends of the Library’s generous donation of a smart table and 3D printer. The Fall Book Sale was a great success with approximately \$2,500 received from Saturday’s sale alone. Tallying of the final figures will take place but it does appear that the sale broke records again in profit. The Library Board thanked the Friends for the generous donation and their contributions to the Library. The next meeting of the Friends will be on Wednesday, October 19, 2016 in Meeting Room C at 7:00 p.m.

**BIG** - The Library will be hosting the next meeting of BIG on Thursday, October 27, 2016 in Meeting Rooms A/B starting at 11:30 a.m. The carpet renovation should be completed by then.

**VIII. UNFINISHED BUSINESS:**

**IX. NEW BUSINESS:**

**APPROVAL OF LIBRARY INSURANCE PACKAGES**

Director Jarzemsky stated that Attachment F is the insurance proposal outline of coverage from October 1, 2016 to October 1, 2017. The total premium cost is \$19,275. He reviewed the proposal with the Board. The insurance coverage limit has been increased and there has been a decrease in the premium. The financial ratings of the holders were included in the attachment information. A question was raised as why the library needs auto insurance coverage. It was explained that if an employee on library business should have an accident, the employee would be covered under the Library’s policy. Trustee Clark moved and Trustee Hoyle seconded the **motion**, that the Board approves the insurance package proposal as presented. The motion carried by roll call vote: AYES: Trustees Clark, Hoyle, Contes, Strutzel, Rothbaum, D’Amico and Schade. NAYS: None. ABSENT: None.

**SCARCE EARTH FLAG PROGRAM**

Director Jarzemsky explained what SCARCE stands for and their mission as stated in Attachment G. The Earth Flag Program is funded by the DuPage County Environmental Committee. He explained the requirements to participate in the program and how to earn a certification. Education of the employees on the program will be presented at the In-Service Day. The Library has started towards the certification with some of the things that have already taken place at the library such as the use of LED lighting. If the Library achieves the goal and fulfills the required steps, an Earth Flag would be presented to the Library at the November meeting.

**APPROVAL OF FY 2015/2016 AUDIT**

The Approval of FY 2015/16 Audit was discussed following the Treasurer’s Report.

**RENOVATIONS UPDATE**

Director Jarzemsky informed the Board that the flooring downstairs has been completed in the Take Five area. A soda machine has been installed and a snack machine is on the way. Furniture for that area as well as the Tween area is expected to arrive on October 5 and the areas are proposed to be done by mid-October. Staff is working on signage for the area.

Director stated that the carpet installation will take place from October 10<sup>th</sup> to October 21<sup>st</sup> for the entire first floor. The installation will take place in zone quadrants. Kelly Cusack and the installers will work together to make sure that patrons not enter into the carpet installation areas. Shelves will not be moved.

Carpet tiles exist under the current shelving and if shelves should need to be moved, carpet tiles can easily be replaced. Additional carpet squares of the new material will be ordered. Staff areas will be done October 17<sup>th</sup>-21<sup>st</sup>. Staff work stations will be available in meeting rooms A/B or other locations. This area may take longer because the old carpet will need to be pulled up. Staff will keep patrons informed on what is occurring. Once the installation is complete, only carpet tiles will be in place throughout the library.

### **PATRON REQUEST PROCEDURE UPDATE**

Director Jarzemsky reported on the new procedures that will be used when a purchase request is made by a patron. He explained where the request form can be found on the library's website. Requests for purchases will only be accepted from Bloomingdale Library patrons. The patron will be contacted within seven (7) days to let them know the status of their request either by e-mail or postcard. A proposed template of the verbiage to be used to respond to the patron was included in the Board packet attachment J. The procedure will increase communications for the stakeholders.

### **BPL OFFICE HOLDERS**

Attachment K lists the current office holders of the Library along with their terms. Four Trustees terms will end in April, 2017. Candidate packet information was distributed to the incumbents for the April, 2017 election.

### **THANK YOU FROM SMOCKING ARTS GUILD OF AMERICA**

A thank you letter from the Smocking Arts Guild of America was provided to the Board as Attachment L for the use of the library meeting room.

### **THANK YOU FROM LIFE SOURCE**

A thank you letter from Life Source was provided to the Board as Attachment M. The Life Source blood drive was hosted by the Library on July 25, 2016.

### **THANK YOU FROM HUMANITARIAN SOURCE PROJECT**

The thank you letter from the Humanitarian Service Project for the donation of school supplies is shown on Attachment N of the Board packet.

## **X. ANNOUNCEMENTS:**

The members of the Character Counts! Coalition has prepared a Proclamation of Support and a copy was given to the Board members. Character Counts! Day will be October 11<sup>th</sup>.

The Friends of the Park have asked if they can make an informational presentation to the Library Board. The Board agreed that a presentation would be welcome. It will take place at the October meeting. The meeting will be held in the downstairs meeting room.

Director Jarzemsky advised that On The Same Page programs will start on October 2, 2016. He stated that a brochure was distributed showing the programs available as a part of the program.

Director Jarzemsky reminded the Board that the Library will be closed to the public on September 23, 2016 for the In-Service Day. He reviewed the agenda (Attachment O) for that day and reminded them that they can attend. Trustees Clark, D'Amico, Hovde, Schade and Rothbaum stated that they plan to attend the In-Service Day morning session. Trustee Contes will attend in the afternoon. Trustee Strutzel will be out-of-town.

A discussion took place concerning the problems experienced by one of the Trustees while making a search in the Bloomingdale Library online catalog. Director Jarzemsky will investigate.

A question was raised concerning the printing of the receipt upon the return of an item using the RFID return system. It was explained that if there is no RFID tag then the item will not show up on the receipt and/or if the returned item came from a different library. Some DVD's still need to be tagged but 99.9% of the print collection has been completed.

**XI. ADJOURNMENT:**

Trustee Hoyle moved and Trustee Rothbaum seconded the **motion** to adjourn the September 14, 2016 Library Board meeting at 8:53 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Irene M. Jones