

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
SEPTEMBER 11, 2019**

I. CALL TO ORDER

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

II. ROLL CALL

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

III. PUBLIC DISCUSSIONS

One member of the public was present: Michael Del Valle, Certified Public Accountant from Lauterbach & Amen, LLP. He was present to do an audit report for the Board.

IV. APPROVAL OF AGENDA

The September Board Meeting Agenda was reviewed. Trustee Contes moved, and Trustee Heitkam seconded **the motion**, that the agenda of the September 11, 2019 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 Hoyle moved, and Trustee Heitkam seconded **the motion**, that the minutes of the August 14, 2019 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 Valenti seconded **the motion**, that the Board approve the payment of bills for the month of September, 2019 in the amount of \$71,576.22 and the transfer of approximately \$277,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Valenti, Rothbaum, Dixon, Hoyle, Contes and Heitkam. ABSENT: Trustee Schade.

Addition to the Roll: Trustee Sharon Scahde enters the meeting at 7:33 p.m.

IX. NEW BUSINESS

APPROVAL OF FY 2018/19 AUDIT

Director Jarzemsky introduced Michael Del Valle from Lauterbach & Amen, LLP and gave background on the audit process. Mr. Del Valle thanked the Board for letting him attend the Board meeting to give a report of the Audit. He thanked Director Jarzemsky and Ginger Boskelly, Accountant, for their hard work during this process. He then distributed the Annual Financial Report and Management Letter. The process began in April with a pre-meeting about the upcoming Audit; the preliminary work started in May and the Audit took

IX. NEW BUSINESS (Continued)

place in June. Mr. Del Valle stated the Library met accounting standards and received an unmodified opinion, which is the highest rate you can receive on an Audit. He went over the MD&A section, balance sheet, statement of revenues, expenditures and changes in fund balances, notes to the financial statements, and general fund. The Management Letter was then discussed; this letter has additional information that does not appear in the Audit Report. The Management Letter shows recommendations from the firm to the Board, there were a few policy suggestions.

The Board thoroughly reviewed the audit report and management letter, based on this review, the following motion was made: Trustee Hoyle moved, and Trustee Valenti seconded the motion, that the Board approve the FY2018/19 Audit as presented. The motion carried by roll call vote: AYES: Trustees Valenti, Rothbaum, Dixon, Hoyle, Contes, Heitkam and Schade. NAYS: None. ABSENT: None.

Removal from the Roll: Mr. Del Valle leaves the meeting at 7:49 p.m.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of August. The Ice Cream Social Party on August 1st was a huge success with approximately 2,000 people in attendance. Jamie Schingoethe, Business Office Assistant Department Head, planned the event. Kelly Cusack and Village of Bloomingdale Public Works staff did all of the pre-set up, during event and after event clean up and tear down. Beth Dover, PR/Marketing Coordinator, created all the signs you saw during the event, helped with event decorations and created marketing leading up the event. Lisa Heil, Circulation and Technical Services Assistant Department Head, created the table decorations, event decorations and cube display. We had many volunteers who helped make this event a success; the Friends of Library, VolunTeens, and TAB (Teen Advisory Board). The Bloomingdale Police Department and the Friends of the Library had a booth at the event. The Bloomingdale Fire Department provided two fire trucks; children could climb in the truck, try on their uniforms and see all equipment. Guests could also enjoyed rides, bounce house, games, DJ's, face painters, balloon artists, popcorn, iced coffee and of course, ice cream. New this year we had a food truck on site: Billy Brick's. On August 22nd, the 2nd Annual Bloomingdale Genealogy Club's Tell A Neighbor, Bring a Friend event was even more successful than last year; there were 69 total attendees. On August 24th the entire Bloomingdale community was invited to join us at our 4th Volunteer Fair. The library hosted over 24 different organizations, all with volunteer opportunities. 160 patrons were in attendance. HandsOn Suburban Chicago gave a Volunteering 101 presentation before the start of the fair. Director Jarzemsky thanked Katie Yager, Teen Librarian, and Kandy Jones, School Liaison, for all their hard work on the event. On Friday, August 9th, we had the last concert of the summer. Zydeco Voodoo plays a mix of New Orleans and Mardi Gras music as well as popular rock and blues adapted to the New Orleans style. Our family friendly performances get the audience dancing and singing along. This event is co-sponsored by the Village of Bloomingdale. At this concert we raffled off a \$50 gift card to

VII. REPORTS (Continued)

Golden Corral in Bloomingdale; to be entered you must attend all concerts with a stamped prize sheet. The summer concerts are planned by Jamie Schingoethe and Kristina Giovanni, Adult Services Programmer. The Friends of the Library volunteered again at the August concert. Director Jarzemsky noted that August was a very busy month for Kandy as she attended many back to school events.

MONTHLY STATISTICS

Attachment D shows the activities for the month of August. Circulation was down by 1,000 this month compared to last year's numbers; 19,095 vs. 20,245. Director Jarzemsky noted that it is currently Library Card Sign Up Month will be reported in next month's report.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – On 8/29, Trustee Schade and Heitkam met with Director Jarzemsky, Adult Services Department Head Abby Budzynski, and Computer Services Department Head Sean Luster to review and update the Rules of Behavior and Computer/Internet Policies. Later on in the agenda the update policies will be review for approval.

FINANCE – No report.

BUILDING AND GROUNDS – The boilers are in and work; however, there is still testing and different approvals needs before the boilers are be officially used. There will be a Makerspace meeting next week to finalize the floor plan.

LIAISON REPORTS

SWAN – No meeting this month, there will be a report in September.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The Friends Book Sales is coming up on 9/21 and 9/22. There next meeting will be 10/23.

BIG – The next BIG meeting is 10/24. Director Jarzemsky will ask if anyone wished to attend at the September Board meeting.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

APPROVAL OF REVISED COMPUTER/INTERNET USE POLICY

Trustee Heitkam and Schade explained the policy updates and more details from the meeting on 8/29. Under Computer/Internet Access Services the following was added: "The Bloomingdale Public Library offers free access to computers and the internet. Visitors may use their valid Bloomingdale or SWAN library card or they may request a free internet use card to access these resources."

After careful review, the following motion was made: Trustee Rothbaum moved, and Trustee Hoyle seconded the motion, that the Board approve the revised Computer/Internet Use Policy as presented. The motion carried by roll call vote: AYES: Trustees Valenti, Rothbaum, Dixon, Hoyle, Contes, Heitkam and Schade. NAYS: None. ABSENT: None.

APPROVAL OF REVISED RULES OF BEHAVIOR POLICY

Trustee Heitkam and Schade explained the policy updates and more details from the meeting on 8/29. The word "patron/s" was changed to the word "visitor/s" in the policy. This will allow the policy to cover anyone who enters the library such as delivery drivers, etc. The word patron was found to be limiting in particular policy. Smoking or consumption of cannabis being prohibited was added to the policy, the Library is protected under the Smoke Free IL Act.

After careful review, the following motion was made: Trustee Hoyle moved, and Trustee Contes seconded the motion, that the Board approve the revised Rules of Behavior Policy as presented. The motion carried by roll call vote: AYES: Trustees Valenti, Rothbaum, Dixon, Hoyle, Contes, Heitkam and Schade. NAYS: None. ABSENT: None.

ANNUAL VOLUNTEER FAIR MEMO

Director Jarzemsky thanked Kandy Jones, School Liaison and Katie Yager, Teen Librarian for all their hard work on this event. Attached to the memo are pictures from the event and reviews from organizations that attended the event. Planning for next year volunteer fair has already started.

BPL INSURANCE COVERAGES

Attachment I outlines the coverages for the Library Insurance Coverages proposed for 10/1/19-10/1/2020. Director Jarzemsky went over each line in details with the Board. He noted that 2 years ago, we rebid our Insurance Policies and current premiums are less than last years.

ON THE SAME PAGE

The "On the Same Page" program is presented by BPL, Roselle Library and Itasca Library. This year's book is "Ruthless River" by Holly Fitzgerald. The "On the Same Page" program

IX. NEW BUSINESS (Continued)

is sponsored by; the Bloomingdale 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, Funky Foods of the 1970s, The Lost City of Z, Notorious and Chef Maddox Presents: South American Cuisine.

XII. ANNOUNCEMENTS

Character Counts! Day- Character Counts Day is 10/8/19.

Friends of Library Book Sale- The Friends of the Library fall book sale is on 9/21 and 9/22 located inside the library downstairs in the meeting room A & B.

Staff In-Service- The Staff In-Service invite was attached. Director Jarzemsky asked the Board to RSVP if they haven't already.

XIII. ADJOURNMENT

Trustee Valenti moved and Trustee Jeremy seconded **the motion** to adjourn the September 11, 2019 Library Board meeting at 8:34 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe