

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
OCTOBER 14, 2020**

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:32 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present in person: Lauren Dixon, Jeremy Heitkam, Ben Hoyle and Sharon Schade. Also Present: Director Timothy Jarzemsky. Absent: Trustee Alexandria Contes.

Upon roll call, the following Trustee was present via Zoom: Natalie Valenti.

Also Present: Director Timothy Jarzemsky. Absent: None.

III. PUBLIC DISCUSSIONS

Two members of the public were present: Michael Del Valle, Certified Public Accountant from Lauterbach & Amen, LLP. He was present to do an audit report for the Board. Dave Strutzel, former BPL Trustee, was present.

IV. APPROVAL OF AGENDA

The October Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Heitkam seconded **the motion**, that the agenda of the October 14, 2020 Regular Library Board meeting be approved as amended; election of Officers will be moved immediately after Approval of Minutes. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the September Board meeting were reviewed. Trustee Schade moved, and Trustee Dixon seconded **the motion**, that the minutes of the September 9, 2020 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Hoyle moved and Trustee Heitkam seconded **the motion**, that the Board approve the payment of bills for the month of October, 2020, in the amount of \$86,712.39; and the transfer of approximately \$225,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Heitkam, Schade, Dixon and Valenti. Absent: Trustee Contes.

VII. NEW BUSINESS

APPROVAL OF FY 2019/20 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

VII. NEW BUSINESS (Continued)

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 was a bit different this year with the COVID pandemic. Mr. Del Valle began the preliminary work starting in May via email and the Audit took place in June. Mr. Del Valle and his associate came in person on 6/25 & 6/26 from 9-5 p.m.

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 Heitkam moved, and Trustee Dixon seconded **the motion**, that the Board approve the FY2019/20 Audit as presented. The motion carried by roll call vote: AYES: Trustees Hoyle, Heitkam, Schade, Dixon and Valenti. Absent: Trustee Contes.

Removal from the Roll: Mr. Del Valle leaves the meeting at 7:52 p.m.

APPOINTMENT TO FILL VACANCY

President Hoyle introduced Dave Strutzel, who was attending the meeting as a member of the public. Dave was previously on the Library Board for 16 years. Dave resigned in 2019 to have more time with his family. However, when Trustee Bonni Rothbaum resigned, the Board invited Dave to the October Board meeting to gauge his interest in filling the vacancy. Dave gave a brief description of his past experiences as a trustee, including serving as Treasurer and Vice-President of the Board.

The following motion was made: Trustee Heitkam moved, and Trustee Schade seconded **the motion**, that the Board appoints Dave Strutzel to fill Trustee Rothbaum Vacancy. The motion carried by roll call vote: AYES: Trustees Hoyle, Heitkam, Schade, Dixon and Valenti. Absent: Trustee Contes.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of September. BPL was a drop-off location for "Go Orange Day/Action Hungry Month". We collected food to donate to the local food bank. BPL also collected "Party-In-A-Bag" supplies to donate to the Humanitarian Service Project. We also donated all of the extra Summer Reading t-shirts to HSP. Free Comic Book Month was September 14th-30th, 60

VII. REPORTS (Continued)

patrons participated; each bag had a mix of 4-6 comics and 4 crafts, for a total of 228 crafts and about 200 comics. Craft instructions and more library resources were included. Single comics were available after the bags were gone. The Staff In-Service looked different this year, instead of an In-Service day due to the pandemic we had an In-Service week. Staff completed their required annual sexual harassment training during this week. Director Jarzemsky thanked the committee for all their hard work on making the In-Service week a huge success. On September 17th, Youth Services packaged and delivered crafts, handouts, coloring sheets, songs, and 25 classroom sets of a new book/flannel activity. The Board enjoyed seeing a picture of the completed crafts.

MONTHLY STATISTICS

Attachment D shows the activities for the month of September. Total circulation was up by 16%.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – A report on the handicap lift and Froio donation will be later on in the agenda.

LIAISON REPORTS

SWAN – No report.

VILLAGE – Trustee Valenti gave a verbal report.

FRIENDS OF THE LIBRARY – Friends will be assisting with a donation to help pay for supplies in the Makerspace.

BIG – No report.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS (Continued)

OCTOBER UPDATE FOR FROIO ESTATE DONATION

Director Jarzemsky gave a recap of efforts related to planning for the FROIO Estate Donations. He offered some suggestions for expenditure of the funds that were donated.

X. NEW BUSINESS (Continued)

He also solicited suggestions from the Department Heads which are listed as well. The next step will be to have the Board offer suggestions on expenditure of these funds. Additionally, we will need to schedule a Visioning session with DLA Architects, the Library Director, Library Department Heads, and the members of the Board, particularly the Building and Grounds Committee. Jamie Schingoethe, Business Office Assistant Department Heads will coordinate the scheduling of the meetings. We will use this Fiscal Year for planning with implementation in FY 21/22.

ILLINOIS STATE LIBRARY PERSONAL PROTECTIVE EQUIPMENT GRANT

Director Jarzemsky applied for a grant called the “Personal Protective Equipment (PPE) for Illinois Public Libraries”; this grant is to assist libraries in addressing the unforeseen consequences of COBID-19. The grant is for \$500. Director Jarzemsky attached a confirmation email from the IL state Library that they received our application.

ELECTION DAY PROCEDURES

BPL is a polling location for the 11/3 Presidential Election. Director Jarzemsky went over the procedure for the day and instructions were given to staff. Along with being a polling location, BPL will remain open to the public with our normal hours of operation.

DIRECTOR’S REVIEW PROCESS DOCUMENT

Attachment H was presented by Trustee Heitkam, he proposed a new Director review process. Trustee Heitkam passed out a sample evaluation. The Board thanked Trustee Heitkam for his time putting this together. The Board will review this in the future.

INVESTMENT OF PUBLIC FUNDS REPORT FOR JULY-SEPT.

As required by State Statute, a quarterly investment report is required to be provided to the Library Board. The quarterly report shows exactly where all the funds of the Library are invested. The report was reviewed by the Board.

APRIL 6TH, 2021 CONSOLIDATED ELECTION UPDATE

BPL has four (4 year) terms up for election. Director Jarzemsky provided the information that ran in the almanac last month and the 2021 candidate’s guide.

HANDICAP LIFT REPLACEMENT PROJECT UPDATE

Attachment K is a Bid Advertisement for the 2020 Handicap lift replacement project. This will run in the Daily Herald on 10/23.

X. NEW BUSINESS (Continued)

PROGRAMS AND MEETING ROOMS- OCTOBER UPDATE

Currently, we have cancelled all in-person programs, special events, and community group use of our meeting rooms through October 31st, 2020. To get a better understanding of what other libraries are doing in terms of in-person programs, Director Jarzemsky asked our Adult, Teen and Youth programmers to survey area libraries on their plans. We had responses from over 40 libraries. Most are either not offering in-person programming, or they are offering a slow introduction of staff controlled programs like book discussions. Based on this survey and with the consent of our programming staff from all departments it is Director Jarzemsky's recommendation that we offer limited in-person staff run programs. These will be very closely supervised and monitored by BPL staff. We will start with two Adult book discussion programs per month. These programs will be offered both in person and virtually. We will take extra safety precautions with these programs and we will certainly follow all Illinois Department of Public of Health guidelines. We canceled all current meeting room reservations and suspended any future bookings through January 31, 2021. Our usual Halloween party has been cancelled. Instead, on Saturday October 24, 2020. We will co-sponsor a touchless Halloween Drive through. We are partnering with the Village of Bloomingdale, The Bloomindale Police Department, The Bloomingdale Fire Protection District, and the Bloomindale Park District on this event. We will have the annual Snowman Crossing and still do Zoo Tree Ornament Workshop; but instead of decorating a zoo tree, Youth Services will decorate a Snowman Crossing tree. The Annual Holiday Open House and Breakfast and Brunch with Santa are cancelled.

XI. ANNOUNCEMENTS

Bloomingdale Halloween Drive-Thru & Map- Jamie Schingoethe, Business Office Assistant Department Head invited the Board to the Halloween Drive-Thru.

XII. ADJOURNMENT

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the October 14, 2020 Library Board meeting at 9: 21 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe