

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
OCTOBER 13, 2021**

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:00 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present in person: Trustee Lauren Dixon, Ben Hoyle, Ken Johnson, Sharon Schade, Dave Strutzel, and Natalie Valenti. Absent: Trustee Jeremy Heitkam. Also Present: Director Timothy Jarzemsky and Courtney Clement, Accountant Lauterbach & Amen, LLP.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The October Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Dixon seconded **the motion**, that the agenda of the October 13, 2021 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the September Board meeting were reviewed. Trustee Johnson moved, and Trustee Schade seconded **the motion**, that the minutes of the September 8, 2021 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 Schade moved and Trustee Johnson seconded **the motion**, that the Board approve the payment of bills for the month of October, 2021, in the amount of \$215,396.54 and the transfer of approximately \$380,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, Dixon, Valenti, Johnson and Schade. Absent: Trustee Heitkam.

VII. NEW BUSINESS

APPROVAL OF 2020/21 AUDIT

Director Jarzemsky introduced Courtney Clement from Lauterbach & Amen, LLP and gave background on the audit process. Ms. Clement thanked the Board for letting her attend the Board meeting to give a report of the Audit. She also thanked Director Jarzemsky and Ginger Boskelly, Accountant, for their hard work during this process.

She then distributed the Annual Financial Report and Management Letter. The preliminary work starting in July via email and the Audit took place in August. Ms. Clements associates came in person on 8/11, 8/12 and 8/13.

VII. NEW BUSINESS (Continued)

She stated the Library met accounting standards and received an unmodified opinion, which is the highest rate you can receive on an Audit. She 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, and there were a few policy suggestions. One of the suggestions was to create an Outstanding Check Policy completed, but is not in this year's audit because it was completed outside the audit year. It will be shown in next year's audit as complete.

The Board thoroughly reviewed the audit report and management letter. Based on this review, the following motion was made: Trustee Valenti moved, and Trustee Strutzel **seconded the motion**, that the Board approve the FY2020/21 Audit as presented. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, Dixon, Valenti, and Schade. NAYES: Trustee Johnson. Absent: Trustee Heitkam.

VIII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of September. On Saturday, 9/25 from 10-11 a.m., BPL unveiled the Dominic Froio Memorial Garden and opened the BPL Makerspace. Director Jarzemsky gave a speech about Dominic life, his daughter and his contributions to BPL. There were two ribbon cuttings that took place; one outside for the Memorial Garden and one downstairs for the Makerspace. There was live entertainment, balloon artists and juggler. Youth Services's Carol Leeson did large bubble art for kids to enjoy outside. Youth Services Department Head Katie Richert did a Storytime. Inside there was a tour of the Makerspace, refreshments, a Froio display, slideshow of construction, and giveaways. BPL was once again a drop-off location for food collection for the Go Orange for Hunger campaign. We publicized on our website and social media, and collected 26 boxes of food for local food pantries.

MONTHLY STATISTICS

Attachment D shows the activities for the month of September. Total circulation for the month of September was 19,851. This includes 1,130 items checked out by patrons from other libraries.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – There will be a meeting schedule in the near future to discuss Reference Policy, Homebound Policy and the Makerspace Policy.

FINANCE – There will be a meeting in the near future to discuss the minimum wage

VIII. REPORTS (Continued)

increase on 1/1/22.

BUILDING AND GROUNDS – There is a meeting on 10/25 at 1:30 p.m. in the Makerspace with Trustee Dixon, Trustee Valenti, Director Jarzemsky and BPL staff to discuss the YS Computer Lab, outside lockers and Quit Study Room by Adult Reference.

LIAISON REPORTS

SWAN/RAILS – There is a SWAN Board meeting schedule late October. Director Jarzemsky will present the report next month.

VILLAGE – Trustee Valenti gave a verbal report.

FRIENDS OF THE LIBRARY – The Friends will be decorating a tree at the upcoming Snowman Crossing.

BIG – BPL will be hosting the first BIG meeting of 2021. The entire Board is invited to attend since we are hosting.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

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.

THANK YOU NOTE FROM HUMANITARIAN SERVICE PROJECT

The Humanitarian Service Project sent us a Thank You letter for our donation of t-shirts and assorted school supplies. The t-shirts are donated at the end of the Summer Reading Program each year. We also do a school supply drive at BPL each year. Humanitarian Service project is not located in Bloomingdale, they are located in Carol Stream but they serve the residents of Bloomingdale which is why we donate to them.

IN-SERVICE REVIEW

Director Jarzemsky recapped the 2021 In-Service with the Board. This is an important event the staff put on each year and a lot of work through the year goes into this one day. He thanked the committee for all their hard work.

XI. ANNOUNCEMENT

On the Same Page- On the Same Page is collaborative community reading event presented by the Bloomingdale, Roselle, and Itasca libraries each year.

Halloween Party- The Board is invited to attend the Village-wide Halloween Party on 10/23/21. The Library portion of the event is 11-2 p.m.

XII. Adjournment

Trustee Dixon moved and Trustee Strutzel seconded **the motion** to adjourn the October 13, 2021 Library Board meeting at 7:49 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe