

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 9, 2022**

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 Ashok Dhiman, Lauren Dixon, Ben Hoyle, Ken Johnson, Sharon Karpiel, Dave Strutzel, and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Courtney Mohr, Auditor from Lauterbach & Amen, LLP.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The November Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Dhiman seconded **the motion**, that the agenda of the November 9, 2022 Regular Library Board meeting be approved as amended to move the Audit following the Treasurer's report. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the October Board meeting were reviewed. Trustee Johnson moved, and Trustee Dixon seconded **the motion**, that the minutes of the October 12, 2022 Regular Library Board meeting be approved. The motion carried by voice vote.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Johnson moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of October, 2022, in the amount of \$91,697.11 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Johnson, Hoyle, Valenti, Dixon, Karpiel, and Dhiman. Absent: Trustee Strutzel.

VII. NEW BUSINESS

APPROVAL OF 2021/2022 AUDIT

Director Jarzemsky introduced Courtney Mohr from Lauterbach & Amen, LLP and gave background on the audit process. Courtney thanked the Board for letting her attend the Board meeting to give a report of the Audit. She thanked Director Jarzemsky, Ginger Boskelly, Accountant, and BPL staff for their hard work during this process. She then distributed the Annual Financial Report and Management Letter.

Courtney 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

VII. NEW BUSINESS (Continued)

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

Removal from the Roll: Courtney Mohr leaves the meeting at 7:22 p.m.

VIII. REPORTS

LIBRARIAN'S REPORT

Director Jarzemsky reported on events that took place at the library during the month of October. Approximately 1,750 patrons attended the annual Halloween Party on 10/22. The Library portion of the event if from 11-2 p.m. The Halloween Party is co-sponsored by the Village of Bloomingdale, Police, Fire and Park District. We had great weather and a very successful event. We had many activities for patrons to enjoy: balloon artists, face painting, games, donuts and cider, photo booth area, a hay maze, and more. The Village Public Works assists with setting up the hay maze and cleaning up the event. BPL staff run the games, cider and donut table, check-in table, hay maze, and more. The Bloomingdale Church provided the face-painting voluntarily. Director Jarzemsky thanks Jamie Schingoethe, Business Office Assistant Department Head; Kelly Cusack, Maintenance Supervisor; and BPL staff for all their hard work on the event. Max Planamenta started as a full time Circ/Tech Assistant in the Circ/Tech department on 10/10/22. We collected approximately 10 large donation boxes of coats and winter accessories for Veterans Coat Drive. Our top viewed video last month was "Free Image Editing with IrfanView" with 523 views. Director Jarzemsky updated the Board on BPL's Printing & Copying Cost Adjustment from Sean Luster, Computer Services Department Head. BPL will soon implement B&W copies as free and Color copies as \$0.20/page. He will work with Beth Dover, PR marketing Coordinator, to roll this out to the staff and public. BPL Makerspace is being used more and more by the public. Staff also use the space for programming. Director Jarzemsky passed around an example of a recent program.

MONTHLY STATISTICS

Attachment D shows the activities for the month of October. Total circulation for the month of October was 21,225; this is a 6% increase over October, 2021. This includes 1,406 items checked out by patrons from other libraries.

STANDING COMMITTEES

PERSONNEL – No report.

VIII. REPORTS (Continued)

POLICY – Director Jarzemsky updated Trustee Karpiel and Dhiman on the process of reviewing the policies via OneDive that will be sent via email to them soon.

FINANCE – No report.

BUILDING AND GROUNDS – The holds lockers will arrive late November/early December. They are taking a bit longer to arrive because they are coming from the UK, then being put together in New Jersey.

LIAISON REPORTS

SWAN/RAILS – Attachment E is the agenda from the SWAN Board meeting on 10/21/22. BPL offers Museum Adventure passes to the public and in partnership with RAILS BPL also offers through Explore More Illinois multiple passes as well.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – No report.

BIG – Attachment F are notes from the latest BIG meeting on 10/27/22 that Director Jarzemsky and Trustee Johnson attended.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

ILLINOIS PUBLIC LIBRARY PER CAPITA

Attachment G provides information on the Illinois State Library requirements for the Per Capita Grant. Staff will complete the grant application in order for the library to receive money each year and Director Jarzemsky will submit the application. The Board will complete their section at the December Board meeting.

ILLINOIS LIBRARY ASSOCIATION (ILA) STAFF REPORTS

Attachment H shows reports from BPL staff who attended ILA. The Board thanked the BPL staff for their reports. Trustee Valenti and Dixon gave a brief report as they also attended Trustee Day.

2022/2021 SNOW AND ICE CONTROL PROCEDURES

Attachment I is a letter from the Village of Bloomingdale with the Snow and Ice plan for 2022/2023 winter season. The Library has posted this information in two locations for building supervisor staff to see and those staff are prepared to follow the instructions given.

XI. ANNOUNCEMENT

Summer Concert Series-2023: Attachment J is a list of bands that Jamie Schingoethe, Business Office Assistant Department Head and Kristina Giovanni, Adult Services Programmer have booked for the upcoming co-sponsored Summer Concert Series.

Holiday Open House: Attachment K is a flyer invited everyone to attend our Annual Holiday House on 11/29.

XII. Adjournment

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the November 9, 2022 Library Board meeting at 8:18 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____
(Minutes recorded by Jamie Schingoethe)