

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 8, 2023**

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: Trustees Kory Atkinson, Lauren Dixon, Ben Hoyle, Ken Johnson, Sharon Karpriel and Natalie Valenti. Absent: Trustee Ashok Dhiman. 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 Dixon moved, and Trustee Valenti seconded **the motion**, that the agenda of the November 8, 2023 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 Atkinson moved, and Trustee Dixon seconded **the motion**, that the minutes of the October 11, 2023 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 November 2023, in the amount of \$59,193.47 and the transfer of approximately \$225,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpriel, Johnson, Hoyle, Valenti, and Dixon. Absent: Trustee Dhiman.

VII. NEW BUSINESS

APPROVAL OF 2022/2023 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

VII. NEW BUSINESS (Continued)

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 Board thoroughly reviewed the audit report and management letter. Based on this review, the following motion was made: Trustee Valenti moved, and Trustee Dixon seconded **the motion**, that the Board approve the FY2022/23 Audit as presented. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpiel, Johnson, Hoyle, Valenti, and Dixon. Absent: Trustee Dhiman.

Removal from the Roll: Courtney Mohr, Auditor from Lauterbach & Amen, LLP leaves the meeting at 7:10 p.m.

VII. REPORTS

LIBRARIAN'S REPORT

Director Jarzemsky reported on events that took place at the library during the month of October. The Halloween Party on 10/21/23 was co-sponsored by the Village of Bloomingdale, Police, Fire, and Park District. We had approximately 1,500 people in attendance this year. 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, donut table, check-in table, hay maze, and more. The Friends of the Library's assisted with the donuts and cider this year. The VFW Winter Clothing Drive ended on October 31. The photo from the report is approximately half of what was dropped off at BPL for the drive. Other locations included the Bloomingdale Park District and Village offices.

MONTHLY STATISTICS

Attachment D shows the activities for the month of October. Total circulation for the month of October was 22,519; this is a 6% October over October, 2022. This includes 1,487 items checked out by patrons from other libraries.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – The Policy subcommittee met yesterday, 11/7, and will have an update at the December Board meeting.

FINANCE – No report.

VII. REPORTS (Continued)

BUILDING AND GROUNDS – Attachment E is a tentative project schedule from Core Mechanical, Inc. Project should be complete by 11/17/23.

LIAISON REPORTS

SWAN/RAILS – Addison Public Library is joining SWAN on 11/14/23.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – Attachment G is an October 2023 recap.

BIG – Attachment H is a recap from the 10/26/23 meeting.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

ILLINOIS LIBRARY ASSOCIATION CONFERENCE STAFF REPORT

Attachment I is a report from Director Jarzmesky, Heidi Knuth, Youth Services Assistant Department Head; and Kristina Giovanni, Adult Services Librarian, from ILA. Trustee Dixon also attended Trustee Day and gave a verbal report.

APPROVAL OF FINANCIAL DEALER/INSTITUTION

BPL currently has part of our fund balance invested with Ameriprise. These investments are typically invest in CD's. Our investment advisor is no longer managing the portfolio, as he will be relocating/retiring. We need to find a replacement investment advisor. We need to coordinate with the VOB on our CD purchase, because both the VOB/ BPL use the same EIN (taxpayer identification number). Therefore, we do not want to ever have a particular CD held by both as it would jeopardize the FDIC insurance. Director Jarzmesky asked two local financial advisor, Strutzel Wealth Management and Fidelity, to provide information about their services. They both have access to a Brokered CD platform with hundreds of CDs to select.

Director Jarzmesky recommended that the Board approve Strutzel Wealth Management as an approved financial dealer. The Board thoroughly reviewed Attachment J. Based on this review, the following motion was made: Trustee Johnson moved, and Trustee Valenti seconded **the motion**, that the Board approve Strutzel Wealth Management as an approved Financial Dealer/ Institution. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpiel, Johnson, Hoyle, Valenti, and Dixon. Absent: Trustee Dhiman.

IX. NEW BUSINESS (Continued)

PAID LEAVE FOR ALL WORKERS ACT

The State of IL "Paid Leave for All Workers Act" goes into effect on 1/1/24. There will be an update at the December board meeting on BPL's plan of action.

PUBLIC LIBRARY PER CAPITA GRANT

Attachment L 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.

X. ANNOUNCEMENTS

Annual Holiday Open House- Come to the Annual Holiday Open House at BPL from 6:45-8:45. Tree lighting will take place at 6:45 p.m. and event inside will be from 7-8:45 p.m.

XI. ADJOURNMENT

Trustee Valenti moved and Trustee Dixon seconded **the motion** to adjourn the November 8, 2023 Library Board meeting at 8:07 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____
(Minutes recorded by Jamie Schingoethe)