

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
JANUARY 10, 2024**

ATTACHMENT A 02/14/2024
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**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. Also Present: Director Timothy Jarzemsky. Absent: Trustee Ashok Dhiman.

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The January Board Meeting Agenda was reviewed. Trustee Dixon moved, and Trustee Johnson seconded **the motion**, that the agenda of the January 10, 2024 Regular Library Board meeting be approved. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the December Board meeting were reviewed. Trustee Karpriel moved, and Trustee Johnson seconded **the motion**, that the minutes of the December 13, 2023 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 Johnson moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of January 2024, in the amount of \$51,655.54 and the transfer of approximately \$215,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpriel, Johnson, Hoyle, Valenti and Dixon. Absent: Trustee Dhiman.

**VII. REPORTS**

**LIBRARIAN'S REPORT**

Director Jarzemsky reported on events that took place at the library during the month of December. Breakfast & Brunch with Santa on December 9<sup>th</sup> from 9-1:30 p.m. 299 patrons attended. Unlike other BPL events, B&B w/ Santa is a ticketed event hosted by the Library held at the Bloomingdale Golf Club. Tickets went on sale 11/1 and sold out within 2 weeks. The tickets were sold for a minimal fee to help BPL offset some of the cost of the event. We offered two face painters, two balloon artists, a magician, a DJ and dance floor, a BPL craft, free goodies bags for all kids filled with fun holiday items and a children's book, continental breakfast buffet, and of course, pictures with Santa and Mrs. Claus. Thank you to Winnie Wee (BO), Kandy Jones (YS), Leslie Blount (YS), Christine Karns (Circ/Tech), and Fran Fleischhacker (Circ/Tech) for their hard work assisting with this event. Director

## **VII. REPORTS (Continued)**

Jarzemsky thanked everyone for all their hard work on the event. December's top Facebook post was sharing about a patron who recently won a Trunk or Treat event by using BPL's Makerspace to create some of their decorations. On December 6<sup>th</sup>, 6 teens attended "Candy Sleds" program. Teens crafted holiday themed sleds using different types of chocolate candies. It was a fun program using different candies to create sleds topped off with a bow. Both adult and youth services were jam-packed with programming in December to help celebrate the holidays.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of December. Total circulation for the month of December was 19,778. This is a 6% increase over December, 2022. This includes 1,804 items checked out by patrons from other libraries.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Director Jarzemsky thanked the Village Public Works Crew for taking care of both the public library lot and staff lot throughout this snowy weather.

### **LIAISON REPORTS**

**SWAN/RAILS** – The new SWAN Libraries + App is live and available for download.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – Attachment E is December recap for the Friends. The Friends are celebrating their 50<sup>th</sup> anniversary this year.

**BIG** – BPL will be hosting the January BIG meeting; the entire Board is invited to attend.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **INVESTMENT OF PUBLIC FUNDS REPORT FOR OCT-DEC**

As required by State Statute; a quarterly report is to be provided to the Library Board. Director Jarzemsky explained the condition of the library's investments and how the library meets the stated State policy guidelines.

## **IX. NEW BUSINESS (Continued)**

### **FY 2024 PER CAPITA GRANT- FINAL GRANT APPLICATION SUBMITTED**

To be eligible for the Public Library Per Capita and Equalization Aid Grant, a public library must meet the requirements of 75 ILCS 10/8.1 and 23 Ill. Adm Code 3035.115. This includes providing library services which either meet or show progress toward meeting Serving Our Public 4.0: Standards for Illinois Public Libraries Illinois Library Association, 2019. Director Jarzemsky, Department Heads, the Business Office staff and the Board assists with the Per Capita Grant application. The process begins in November. The Board must complete the checklist provided, which was reviewed in detail at the December Board meeting and thus fulfilling the regulatory obligation to the Illinois State Library. Director Jarzemsky submitted the application on 1/8/24.

### **APPROVAL OF LAUTERBACH & AMEN, LLP FOR ACCOUNTING SERVICES FOR BPL**

Our current accountant will be retiring shortly. After a comprehensive search that included library-related and national job boards, we have not been able to secure a qualified candidate. Challenges that we faced were a lack of qualifications, and most importantly, the inability to guarantee that a candidate can meet our important monthly deadlines for cutting checks and producing a treasurer report. Many libraries utilize outside professionals for accounting services. In this area, LAUTERBACH & AMEN, LLP provides accounting services to 20-plus libraries.

It is the recommendation that the Board authorizes the Library Director to engage LAUTERBACH & AMEN, LLP for accounting services for BPL. Before engagement, the Library Director will review all aspects of this proposal including contacting references. Trustee Valenti moved and Trustee Johnson seconded **the motion**, that the Board approve LAUTERBACH & AMEN, LLP for accounting services for BPL. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpel, Johnson, Hoyle, Valenti and Dixon. Absent: Trustee Dhiman.

## **X. ANNOUNCEMENTS**

**Annual Board Planning Meeting- Saturday, February 17**-The Annual Planning will take place on February 17th in Room C at 9 a.m. The meeting will be done by 12 p.m. The packet will be emailed to the board when the date gets closer. Panera breakfast will be served.

## **XI. EXECUTIVE SESSION**

### **Semi-Annual Review of Closed Session Minutes**

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section

**XI. EXECUTIVE SESSION (Continued)**

2.06 of the Act.

At 7:41 p.m. Trustee Valenti moved, and Trustee Dixon seconded **the motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpel, Johnson, Hoyle, Valenti and Dixon. Absent: Trustee Dhiman.

**XII. APPROVAL OF ITEMS REVIEWED IN EXECUTIVE SESSION**

**XIII. ADJOURNMENT**

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the January 10, 2024 Library Board meeting at 7:44 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_

(Minutes recorded by Jamie Schingoethe)