

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JULY 8, 2009**

I. CALL TO ORDER

The regular Library Board meeting of July 8, 2009 was called to order by President Bonni Rothbaum at 7:30 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Bonni Rothbaum, Sonia Singh, David Strutzel and Linda Szramiak. Absent: None. Also Present: Director Tim Jarzemsky

Director Jarzemsky reported that Mayor Iden administered the oath of office to Kelly Mallozzi who was sworn in as a Library Trustee last night. Trustee Mallozzi took the place of Elaine Mitchell who resigned. The Board congratulated and welcomed Trustee Mallozzi.

Director Jarzemsky requested changes to tonight's agenda. He asked that the Audit item under New Business be moved up in the agenda. Upon the arrival of the auditor, Mr. Michael Zagar, he would like to discuss the 2008/2009 Audit. He would also like to move the Circulation/Technical Services Department Report under New Business up in the agenda as well. The Board agreed to these changes to the agenda.

II. APPROVAL OF MINUTES

The minutes of the June Board Meeting were reviewed. Trustee Szramiak moved, and Trustee Clark seconded the **motion**, that the minutes of the June 10, 2009 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

III. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. It was noted that the transfer amount was larger than usual due to the report containing three payrolls and the many purchases that were made at the beginning of the new fiscal year. Trustee Szramiak moved, and Trustee Rothbaum seconded the **motion**, that the Board approve the payment of bills for the month of July 2009 in the amount of \$134,652.05 and the transfer of approximately \$328,020.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Szramiak, Rothbaum, Strutzel, Gaertner, Clark, Mallozzi, and Singh. NAYS: None. ABSENT: None.

IV. REPORTS

LIBRARIAN

Director Jarzemsky reported that the program about Super-Coupons from Jill Cataldo was a big hit with 115 patrons in attendance at the program. He has received a number of calls asking that she return again to make another presentation. Director Jarzemsky was also busy with planning for Family Fest. Circulation figures are 29% higher over last year. Reference transactions are also up. Director Jarzemsky urged the Board to view the Daniel Burnham Traveling Photopanel Exhibit entitled "Make Big Plans: Daniel Burnham's Vision of the American Metropolis" that is being exhibited beginning up the stairs and throughout the Local History Room. This exhibit honors the 100th anniversary of Daniel Burnham and Edward H. Bennett's Plan of Chicago. Later in the year, programs are planned that tie into this exhibit.

IV. REPORTS (Continued)

LIBRARIAN

The "AARP Legal Checkup" program was also well attended with sixty people present. Director Jarzemsky stated that certain themes draw the attention of patrons. As far as children programs, the "Amazing Animal Adventure Show" on June 22 was a great hit with adults and children with an attendance of 160 patrons. Staff has also been busy with the Summer Reading Program, "Read on the Wild Side." The Summer Reading Program total for the month was 597. Discussion took place concerning this number and what the averages have been in past years.

Addition to the Roll: Auditor, Mr. Michael Zagar of McGladrey & Pullen, enters the meeting at 7:35 p.m.

VI. NEW BUSINESS:

2008/2009 AUDIT

Director Jarzemsky introduced Mr. Michael Zagar of McGladrey & Pullen Certified Public Accountants who was the managing auditor for this year's audit. Mr. Zagar provided highlights of the draft audit report provided to the Board. Mr. Zagar stated that there were no significant or unusual transactions or significant accounting policies in controversial or emerging areas. No significant issues arose and they had no difficulties working with management and staff. The Final report will be available shortly. He is available to answer any questions. He discussed the audit plan and found no issues. There were good controls in place. As the report shows, the library's assets exceed its liabilities. The Library has plenty of cash on hand. He reviewed the different financial statements and schedules contained within the report that audits each major fund of the library. He explained the Library's Defined Benefit Pension Plan and discussed the new note concerning the Post Employment Healthcare Plan. Mr. Zagar thanked Director Jarzemsky and Business Assistant Ginger Boskelly for their assistance and cooperation. The Board thanked him for his presentation. The Final Audit report will be available early next week.

Removal from the Roll: Mr. Zagar leaves the meeting at 8:00 p.m.

Motion by Trustee Szramiak, seconded by Trustee Gaertner, that the Board approve the draft audit prepared by McGladrey & Pullen dated April 30, 2009. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Rothbaum, Clark, Singh, Strutzel, and Mallozzi. NAYS: None. ABSENT: None.

The Board congratulated Director Jarzemsky and Mrs. Boskelly for their fine work. In response to questions, the cost of the audit is approximately \$11,000.00. Director Jarzemsky is pleased with this accounting firm and they have a good reputation in the industry.

IV. REPORTS (Continued)

MONTHLY STATISTICS

The Board reviewed the statistics for the month of June. Circulation continues to be up over last year by 29%. As the stats show, holdings are up as are cardholders. In September, the library is going to have a push to have individuals sign up for library cards. The free DVD program is now over a year old. E-Pay collections show how much has been received.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS - Rest Rooms and Staff Area - As discussed in prior meetings, the upstairs washrooms will be remodeled in July or August. There will be an advanced notice to patrons and patrons can, in an emergency, use the staff upstairs washroom. The staff area is planned to be updated as well. Director Jarzemsky requested quotes for replacement of chairs. He provided the Board with the replacement cost quotes received. The lowest bid came from LFI at \$9,351.00. If the Board did not have any problems with the plan, Director Jarzemsky will go ahead and place the order for the replacement chairs.

LIAISON REPORTS

LINC – No report.

VILLAGE - No report.

FRIENDS OF THE LIBRARY – The next meeting of the Friends of the Library is Wednesday, August 19, 2009 at 7:00 p.m. At this meeting, the Friends will be planning for the September 19th Annual Book Sale. Even with the rainy weather, the first Gazebo Concert was well attended and the performers “Juke Box Band” put on a good showing and got the audience involved in the performance. The next Sunshine Serenade will be Friday, July 17th with a performance by Dave Rudolf.

BIG - Director Jarzemsky stated that the next meeting is Thursday, July 23, 2009 at Noon to be hosted by School District 93 at their district office. Director Jarzemsky plans to attend. Trustees Singh and Strutzel plan to attend as well. Trustee Rothbaum had thought she could attend but had a prior commitment.

V. UNFINISHED BUSINESS:

VI. NEW BUSINESS:

CIRCULATION/TECHNICAL SERVICES DEPARTMENT REPORT

Director Jarzemsky introduced Melissa Willer, Department Head of Circulation/Technical Services Department. He asked that Mrs. Willer report on her department. Mrs. Willer stated that she has the largest department within the library with 29 employees. She distributed to the Board a brochure concerning her department. The Department is responsible for ordering, cataloging, maintaining, and circulating all of the materials in the library. Circulation is the first contact with the patrons. They issue the library cards and check materials in and out. They collect the fines and handle overdue, lost and damaged materials. They take care of the life cycle of a book as explained in her brochure. Mrs. Willer discussed the role of her staff and the cross training that goes on within the department. She discussed when a book is withdrawn and the criteria used to take a book off the shelf. The department adds approximately 1,000 materials a month. She explained that every area of a collection has an employee assigned to it. Staff works to keep collections current. They use various publications and recommendations in purchasing materials including requests from patrons. She explained how books are ordered and discussed what items are not ordered. Director Jarzemsky stated that when patrons have questions about new technology, staff has the answers. They keep up to date with trends and are very knowledgeable. The Library has a good relationship with the Village and Fire and Police Departments. The library issues identification cards for these outside departments. The Board thanked Mrs. Willer on her informative presentation.

TRUSTEE CONTACT INFORMATION

Director Jarzemsky stated that the contact informational sheet is for the use of the Trustees. If there are any changes or corrections, he asked that Ms. Krettler in the Business Office be notified. Some changes and corrections were noted by the Board.

PER CAPITA GRANT

Director Jarzemsky stated that the Library needs to begin preparing for next year's grant even though the State has not sent a grant check for this year. Director Jarzemsky reviewed what needs to be submitted to fulfill the requirements of the grant. He stated that at the next meeting, he will review with the Board the Illinois Library Laws and Rules. He is working with Department Heads to review the "Reference, Reader's Service Advisory and Bibliographic Instructions" of serving the public which is a Standards for Illinois Public Libraries, Chapter Review. In August, the Board and staff will review the most recently published Administrative Ready Reference which describes how a library should be operated. The Library, as a routine matter, has an ongoing program that looks at equipment and building maintenance so this requirement has already been met. As far as Technology and Collection Development, the library already uses TechAtlas and has been working to make the website as ADA compliant as well as functional. No complaints have been received concerning the website.

VII. EXECUTIVE SESSION:

At 8:43 p.m. Trustee Szramiak moved, and Trustee Rothbaum 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 Szramiak, Rothbaum, Gaertner, Clark, Singh, Mallozzi, and Strutzel. NAYS: None. ABSENT: None

The Closed Session was concluded at 8:46 p.m. at which time the regular meeting of the Board reconvened.

APPROVAL OF MINUTES OF EXECUTIVE SESSIONS:

Trustee Rothbaum moved and Trustee Szramiak seconded the **motion** that the minutes of the Executive Session of January 9, 2008 be approved and released. The motion carried by roll call vote: AYES: Trustees Rothbaum, Szramiak, Gaertner, Mallozzi, Clark, Singh, and Strutzel. NAYS: None. ABSENT: None.

DESTRUCTION OF VERBATIM RECORDS:

Trustee Rothbaum moved and Trustee Szramiak seconded the **motion** that the verbatim records of the executive session of January 9, 2008 be destroyed. The motion carried by roll call vote: AYES: Trustees Rothbaum, Szramiak, Gaertner, Mallozzi, Clark, Singh and Strutzel. NAYS: None. ABSENT: None.

VIII. PUBLIC DISCUSSION:

Discussion took place concerning Family Fest and the hard work that was done by Director Jarzemsky and Ms. Krettler on the Fest. The Board thanked the Committee that includes Trustee Milton Clark for a great fest.

IX. ANNOUNCEMENTS:

Staff In-Service: Monday, July 13, 2009, 8:30 a.m. – 4:30 p.m.
Sunshine Serenade: Friday, July 17, 2009 from 12-1p.m. (Dave Rudolf)
Ice Cream Social: Thursday, August 6, 2009
Next Board Meeting: Wednesday, August 12, 2009

X. ADJOURNMENT:

Trustee Strutzel moved and Trustee Singh seconded the motion to adjourn the July 8, 2009 Library Board meeting at 8:48 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones