

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
JULY 13, 2011**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Jackie McGrath, Bonni Rothbaum, and Linda Szramiak. Absent: Kelly Mallozzi and David Strutzel. Also Present: Director Tim Jarzemsky, Youth Services Department Head Madeline Reed, and Auditor Michael Zagar with McGladrey & Pullen, LLP.

Director Jarzemsky requested that the 2010/11 FY Audit Review and Approval and the Youth Services Departmental Report under New Business be presented following the review of the Treasurer's Report. The Board agreed to these requests.

**II. APPROVAL OF MINUTES**

The minutes of the June Board Meeting were reviewed. Trustee McGrath moved, and Trustee Szramiak seconded the **motion**, that the minutes of the June 8, 2011 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. Trustee Gaertner moved, and Trustee Szramiak seconded the **motion**, that the Board approves the payment of bills for the month of July 2011 in the amount of \$137,380.91 and the transfer of approximately \$281,536.91 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Gaertner, Szramiak, Clark, McGrath and Rothbaum. NAYS: None. ABSENT: Trustees Mallozzi and Strutzel.

**VI. NEW BUSINESS:**

**2010/11 FY AUDIT REVIEW AND APPROVAL**

Director Jarzemsky introduced Mr. Michael Zagar of McGladrey & Pullen Certified Public Accountants who was the managing auditor for this year's audit. Mr. Zagar thanked Director Jarzemsky and Business Assistant Ginger Boskelly for their assistance and cooperation with the audit process. Mr. Zagar presented the Board with a brief overview of the audit process. He detailed what occurred in the months prior and during the time of the audit. He stated that internal controls were tested and nothing was noted. All balances in funds were audited and there were no issues noted. The financial results were reviewed with the Board. Contained in the audit packet is a letter from their firm that states they have an unqualified opinion and that no problems were discovered. He presented some of the highlights of the fiscal year and provided a general overview between last fiscal year and this fiscal year. He reviewed pages 11 and 12 of the report that contained the statement of net assets and statement of activities. The current assets of the library are included in the Village of Bloomingdale's financial statements. He discussed the other past employment benefits obligation control, which is an audit requirement. Depreciation expenses are shown in a statement. Fund Financial statements were shown on page 13 of the report.

## **VI. NEW BUSINESS: (Continued)**

### **2010/11 FY AUDIT REVIEW AND APPROVAL (Continued)**

He discussed GASB No. 54, Fund Balance Reporting and Government Fund Type Definition, which takes effect with the financial year ending April 30, 2012 and other statements issued but not adopted. The Board will need to implement a policy based on GASB No. 54. This would involve a resolution so that funds can be committed to the Building Fund. This needs to be approved in advance of a transfer and Director Jarzemsky will need to be given authority as an assigner to accomplish this for financial reporting purposes. Mr. Zagar stated that, when the time comes, he would be glad to review this with the Board. He discussed pages 14 and 15 concerning the statement of net assets and the statement of revenues, expenditures and changes in fund balances of government funds. Page 16 shows the reconciliation of the governmental funds statement of revenues, expenditures and changes in fund balances to the statement of activities. It was noted that revenue was down due to the Library not receiving the State grant. Trustee McGrath questioned the net asset figures. Mr. Zagar responded to her question. On pages 34 and 35 are the schedule of expenditures and the increases and decreases in the budget between fiscal years. The Board thoroughly reviewed the preliminary draft audit and based on this review, the following motion was made: Trustee Szrmiak moved, and Trustee Gaertner seconded the **motion**, that the Board approves the FY2010/11 draft audit prepared by McGladrey & Pullen as presented. The motion carried by roll call vote: AYES: Trustees Szrmiak, Gaertner, Clark, McGrath and Rothbaum. NAYS: None. ABSENT: Trustees Mallozzi and Strutzel. Mr. Zagar stated that a report to the Board, as required, will be given to them at their next meeting but there are no issues. Mr. Zagar leaves the meeting.

### **YOUTH SERVICES DEPARTMENTAL REPORT**

Director Jarzemsky introduced Mrs. Madeline Reed, department head of the Youth Services Department. Mrs. Reed went through a "typical" day in the Youth Services Department. She began with the opening of the library. Trustee Gaertner questioned how many staff members have keys to the building. Director Jarzemsky responded. The Youth Services Department personnel are in charge of locking up the meeting rooms at the end of the day. She stated that every staff member takes a turn at the reference desk in the department and all employees help clean up and put away books and toys at the end of the day. She reviewed the number and types of programs that the department hosts. Last year, the department oversaw 356 programs. Mrs. Reed went on to review what each of her staff member does on a regular basis. Every member of staff helps in determining the items for the collections within the department. She discussed the grant that the department is asking for to help promote a literacy program. In response to a question, the department consists of eight employees, including Mrs. Reed. A question was raised whether any patron had asked for information about the Nook. Mrs. Reed responded in the negative but stated that Playaway books have become very popular with her patrons. She discussed the importance of picture books. The Board thanked Mrs. Reed for her presentation.

Removal from the roll: Mrs. Reed leaves the meeting at 8:20 p.m.

## **IV. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reviewed his report. He stated that the first Sunshine Serenades concert was held and proved to be very popular. The summer reading program, "A Midsummer Knights' Read", is doing very well with numbers over last year. The Library's "Chronicles of Media" is currently under way with patrons discovering the new items available at the library which includes e-readers, Playaways, Tumblebooks, downloadable books and audio books. A Technology Fair Day was held on June 27, so that patrons could observe demonstration on this new collection. Monthly programs are scheduled to take place on MyMediaMall for interested patrons. Director Jarzemsky stated that Mrs. Reed, Head of Youth Services, announced her retirement effective August 31, 2011. He stated that the position has been advertised and he has received twenty-three (23) resumes. The Youth Services staff will be involved in the final choices. He discussed the success of the Eight Annual Pizza Taste-Off, which has proved to be very popular with the teens. It was noted that Domino's won as best overall pizza. One of the participants, Uncle Pete's Pizza, agreed to be the vendor for the Ice Cream Social. The Business Office was very busy during the month. Circulation is down slightly. He reviewed the different program highlights contained in the report. It was noted that each department is responsible for the information contained within his report. In response to a question, the Summer Reading program for children is based on the number of hours of reading versus the number of books read. This year, Young Adult and Adult patrons can track and report the number of books that they have read as a part of the summer reading program. The library staff may expand this to children as well next year.

### **MONTHLY STATISTICS**

The Board reviewed the statistics for the month of June. The circulation report shows a decrease in overall circulation over last year. Discussion took place concerning e-readers and Playaways, which are up considerably over last year. The library used some of the donated funds from the Kara Foundation to purchase these materials and may look into purchasing more ebooks. Discussion took place concerning the "Between the Shelves" report. It was noted that September is Library Card Sign-Up Month. It was suggested that possibly the library urge college age young adults to sign up for a library card during the months of May and June when they have returned home from College. Facebook might be a good place to advertise the benefits of having a library card. It was also suggested that some type of giveaway be offered with the proposed sign up project.

#### **IV. REPORTS (Continued)**

##### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – Finance-Investment of Public Funds Report. To be discussed under New Business. The library should have a quarterly review of all public investments.

**BUILDING AND GROUNDS** – Elevator Repairs/Outside Door Repairs. Director Jarzemsky reported that the elevator repair project will begin August 1<sup>st</sup>. The Seniors' group will not be meeting in August because of the repairs and the children's programs for those of stroller age would be limited. Patrons who need access will be able to use the ramp in the back and the staff has been notified that the handicap spot in the staff parking lot should not be used so that patron can access the ramp. Signage will be going up in the library notifying patrons of the repairs. Information on the outside door repairs will be discussed under Unfinished Business.

##### **LIAISON REPORTS**

**LINC** – Trustee Szramiak reported that the next meeting of LINC will be held in September. The results from the RAILS FY 12 Board of Directors election were reviewed. The Library will have a local representative because Betty Adamowski of Itasca was elected as an At-Large Board Director. RAILS consists of mainly libraries in the northern half of the State.

**VILLAGE** - No report.

**FRIENDS OF THE LIBRARY** – Director Jarzemsky reported that the next Friends' meeting is July 20, 2011 at 7:00 p.m.

**BIG** - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, July 28, 2011 at Noon to be hosted by the College of DuPage at their Bloomingdale Regional Center. Trustees Clark and McGrath along with Director Jarzemsky plan on attending.

**V. UNFINISHED BUSINESS:**

**OUTSIDE DOOR REPAIRS**

Director Jarzemsky stated that three (3) vendors were contacted. The Library did not have to go out to bid based on the cost of the work. The Board reviewed the proposal from Capitol Glass & Architectural Metals, Inc. There may be a need for additional costs for concrete repair work associated with the door replacement. Trustee Rothbaum moved, and Trustee Gaertner seconded the **motion**, that the Board approve the proposal from Capitol Glass & Architectural Metals, Inc. dated May 31, 2011 for the labor and materials to install new outside front doors. The motion carried by roll call vote: AYES: Trustees Rothbaum, Gaertner, Szramiak, Clark, and McGrath. NAYS: None. ABSENT: Trustees Mallozzi and Strutzel.

**VI. NEW BUSINESS:**

**YOUTH SERVICE DEPARTMENTAL REPORT**

This item was moved on the agenda to occur following the Treasurer's Report and the 2010/11 FY Audit Review and Approval.

**2010/11 FY AUDIT REVIEW AND APPROVAL**

This item was moved on the agenda to occur following the Treasurer's Report.

**2011 E-RATE FUNDING**

Director Jarzemsky stated that the Library submitted a Funding Year 2011 application for Universal Service Support. He explained that a small charge based on Federal law is collected on local telephone bills. These funds are then dispersed to schools and libraries. An application needs to be prepared in order to receive these funds. The library received notification that they have been approved to receive \$3,177.02 which will be used to reduce the Library's phone bills from AT&T.

**LIBRARY RESPONSE TO HOA LETTER**

Director Jarzemsky stated that a letter included in the Board's meeting packet was sent to the Bloomingdale West Pointe Estates Homeowner's Association in response to their letter on the steps the library is taking in regards to rising property taxes. Director Jarzemsky reviewed the action that the Library has taken in regards to the tax levy. The Library has reduced their levy by 2%.

## **VI. NEW BUSINESS: (Continued)**

### **ILA CONFERENCE TRUSTEE DAY**

The ILA Annual Conference Trustee Day will take place on Thursday, October 20, 2011. The Conference will be held at the Donald E. Stephens Convention Center in Rosemont, Illinois. The Library will pay the costs to attend the Conference if any member of the Board wishes to attend. If a Board member would like to attend, he should contact Director Jarzemsky prior to September 1. Transportation would not be provided.

### **INVESTMENT OF PUBLIC FUNDS REPORT**

Director Jarzemsky stated that the Board is being provided information regarding the reporting of the investments that the library makes. The library prepares an investment report, which includes information of the investment portfolio's effectiveness in meeting the Library's needs for legality, safety, liquidity, rate of return and diversification. The portion of State law in this regard was included for the Board's review. He reviewed the quarterly written report with the Board. The report contains a listing of all investments by class or type, by value, income earned and market value and a comparable report issued by Illinois Funds and IMET.

### **COUNTY FARM ROAD TRANSIT STUDY**

Director Jarzemsky stated the Village of Bloomingdale, in partnership with the Villages of Carol Stream, Hanover Park & Roselle, are participating in a transit study of the County Farm Road Corridor from Lake Street to the DuPage County Government Center. The study will focus its efforts on assessing the unmet transit needs of residents and employees who live and work in and around County Farm Road. Village Planner Jan Herson had asked if the Library would allow a touch screen kiosk to be located within the library. Patrons would be able to complete a ridership survey to assist the project team in their work. The survey would take place the last two weeks in July. The Board agreed that the library should participate and allow the installation of the kiosk.

### **LIBRARY JOURNAL GAMING BLURB**

Director Jarzemsky stated that the Library was highlighted in the May 15 *Library Journal* article in regards to video gaming. This is a national journal. The article talked about the great collection of mind challenging video games the library has. The article was included in the Board's packet.

**VII. PUBLIC DISCUSSION:**

**IX. ANNOUNCEMENTS:**

Ice Cream Social: Thursday, August 4, 2011 from 5:00 p.m. to 8:00 p.m.

Next Summer Concerts: Jeanie B! and the Jelly Beans, Friday, July 15, 2011  
The Connexion Band, Friday, August 5, 2011  
from Noon to 1:00 pm.

**VIII. EXECUTIVE SESSION:**

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 2.06 of the Act.

At 8:52 p.m. Trustee Szramiak moved, and Trustee Gaertner 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 Rothbaum, Clark, Szramiak, Gaertner and McGrath. NAYS: None. ABSENT: Trustees Mallozzi and Strutzel.

The Closed Session was concluded at 8:56 p.m. at which time the regular meeting of the Board reconvened.

**APPROVAL OF MINUTES OF EXECUTIVE SESSIONS:**

Trustee Szramiak moved and Trustee McGrath seconded the **motion** that the minutes of the Executive Session of January 13, 2010 be approved and released. The motion carried by roll call vote: AYES: Trustees Szramiak, McGrath, Clark, Rothbaum, and Gaertner. NAYS: None. ABSENT: Trustees Mallozzi and Strutzel.

**DESTRUCTION OF VERBATIM RECORDS:**

Trustee Rothbaum moved and Trustee Clark seconded the **motion** that the verbatim recording of the Executive Session of January 13, 2010 be destroyed. The motion carried by roll call vote: AYES: Trustees Rothbaum, Clark, Szramiak, Gaertner and McGrath. NAYS: None. ABSENT: Trustees Mallozzi and Strutzel.

**X. ADJOURNMENT:**

Trustee Szramiak moved and Trustee Gaertner seconded the motion to adjourn the July 13, 2011 Library Board meeting at 9:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

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Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Irene M. Jones