

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JULY 11, 2012**

ATTACHMENT A
8/8/2012

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m. Trustees present: Milton Clark, LeRoy Gaertner, Kelly Mallozzi, Jackie McGrath, Bonni Rothbaum, and Linda Szramiak. Absent: David Strutzel. Also Present: Director Tim Jarzemsky, Village Trustee Jim King, Auditor Michael Zager with McGladrey & Pullen, LLP, and Tiffany Nash with Product Architecture + Design.

Director Jarzemsky requested that the Fiscal Year 2011/12 Audit Review under New Business and Approval of Plans for Renovations under Unfinished 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 Mallozzi moved, and Trustee Clark seconded the **motion**, that the minutes of the June 13, 2012 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 Szramiak moved, and Trustee Gaertner seconded the **motion**, that the Board approves the payment of bills for the month of July 2012 in the amount of \$76,093.48 and the transfer of approximately \$231,700.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Clark, Mallozzi, McGrath and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

VI. NEW BUSINESS:

2011/12 FY AUDIT REVIEW AND APPROVAL

Director Jarzemsky introduced Mr. Michael Zager of McGladrey & Pullen, LLP, the Library's audit firm. Mr. Zager thanked Director Jarzemsky and Ginger Boskelly for their help with the audit process. Mr. Zager presented the Board with a brief overview of the audit process. Preliminary field work started on May 14, 2012. He explained what occurred during and following the preliminary field work. He stated that internal controls were tested and were working well. There were no issues and nothing was noted. All balances in the funds were audited. He reviewed the financial results with the Board. The audit concluded that the library has an unqualified opinion and that no problems were discovered, as expressed in the attached letter. He reviewed pages 11 and 12 of the report that contained the statement of net assets and general expenses. The current assets of the library are included in the government wide financial statements. Depreciation expenses are shown in a statement. He went on to review the other pages in the document and the items of note. He discussed the new GASB No. 54. A schedule of expenditures and the increases and decreases in the budget between fiscal years is included in the report. The Board thoroughly reviewed the preliminary draft audit and based on this review, the following motion was made: Trustee Szramiak moved, and Trustee Gaertner seconded the **motion**, that the Board approves the FY2011/12 Financial Report dated April 30, 2012 from McGladrey & Pullen, LLP as presented. The motion carried by roll call vote: AYES: Trustees Szramiak, Gaertner, Clark, Mallozzi, McGrath and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel. Mr. Zager stated that a report to the Board, as required, will be given to them at their next meeting but there are no issues.

Removal from the Roll: Mr. Zager leaves the meeting at 7:45 p.m.

V. UNFINISHED BUSINESS:

APPROVAL OF PLANS FOR RENOVATIONS

Director Jarzemsky introduced Ms. Tiffany Nash of the firm, Product Architecture + Design. Director Jarzemsky stated that the discussion tonight is on the proposed renovation of the quiet study area behind the reference desk and the proposed updates and changes in the Youth Services Department. Ms. Nash presented a description of what she is proposing for the upstairs quiet study area using a slide presentation. A written description along with costs for the proposed furniture purchases was also provided. Samples of the material for the furniture were shown; the table tops will be made of maple and staff has been able to sit in all the chairs to determine their comfort. She discussed the number of seats proposed in the space. She worked the design to match the carpet and wall colors in the space. The walls will remain the same color and no painting is planned. A question was raised as to whether staff would be able to see patrons in the proposed furniture arrangement. The proposed seating is similar to the height of the furniture in the present magazine area. The area will be able to accommodate electronic equipment with the addition of some electrical work. Signage is proposed to be placed in the electronic quiet area of the space. A lengthy discussion took place concerning the furniture and the proposed layout. It was noted that patrons will need to be made aware that this is a study area. The time frame for completion from the date of order for the furniture would be approximately eight (8) weeks. Director Jarzemsky stated that the only additional contractor necessary would be for an electrician to install the necessary outlets in the floor. Patrons should only be inconvenienced for three to four days when the furniture is installed and the electrical work is in progress. Lisa Palmer, Department Head of the Youth Service Department, was present and a discussion took place concerning the reconfiguration of the children's area. Ms. Nash made a presentation of what is proposed for this area of the Library. The play area will be moved to the back of the room near the windows and away from the stairs. This will enable the area to be more secure and provide the children with natural light. A discussion took place on the proposed location for the junior high pre-teen area downstairs. It is proposed to place the CD, DVD and audio collections in the same location. It was suggested that the Children's puppet theatre have a dragonfly as a part of the design in keeping with the library's logo. The changes proposed for the downstairs children's area can be completed in two (2) days. The firm that will be installing the furniture will also move the shelving. The building fund has the dollars available to complete the work as proposed. A discussion took place concerning the cost for the custom booth seating. Trustee McGrath was not in favor of the booth seating in the upstairs quiet area nor the cost for this seating. Following the discussion on the proposals, Trustee Rothbaum moved, and Trustee Gaertner seconded the **motion**, that the Board approves the plans for the renovations as presented for a total cost of \$38,324.00. The motion carried by roll call vote: AYES: Trustees Rothbaum, Gaertner, Szramiak, Clark, and Mallozzi. NAYS: Trustee McGrath. ABSENT: Trustee Strutzel. Director Jarzemsky will move ahead with ordering the furniture.

Removal from the Roll: Ms. Nash and Ms. Palmer leave the meeting at 8:45 p.m.

IV. REPORTS

LIAISON REPORTS

VILLAGE - Village Trustee King reported that requests for proposals for the Village's Indian Lakes Park are being solicited. The Village Board is looking for ideas on what can be done with the property. The Village Board is also looking at solutions for the areas in Country Club Estates that have been experiencing flooding, and a grant has been sought to help defray the costs of the public portion of the improvement project. The Village is proposing to hold a referendum on whether the Clerk should be appointed versus being elected. In response to questions, Trustee King responded that there may be public meetings held on the proposed plans for the Indian Lakes Park. Discussion took place concerning access to the area and parking. Director Jarzemsky noted that the Library has been working with the Village towards a designation as an official emergency cooling center. He stated that following the recent storm, many patrons from areas without electricity came to the library and were able to use the Library's computer lab.

Removal from the Roll: Village Trustee King leaves the meeting at 8:50 p.m.

LIBRARIAN

Director Jarzemsky reviewed his report. He stated that the Sunshine Serenades concert featuring AC-Rock band was held in June and proved to be very popular with 137 patrons in attendance. Circulation is up by 2% over last year. A low-vision senior fair was held on June 13 sponsored by the DuPage Center for Independent Living at the College of DuPage and approximately 125 patrons visited the library's booth. The library has a substantial collection for these patrons along with available low-vision equipment. The Library continues to provide information on downloadable books and the use of MyMediaMall database. He discussed the popularity of the cooking programs with the "Taste the World: Florida Keys" presentation having 38 patrons in attendance. The children programs have been related to the summer reading theme and have been well received. He discussed the once-again success of the Ninth Annual Pizza Taste-Off that has remained popular with the young adults. It was noted that Pronto's was again a favorite for best overall pizza.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of June. The circulation report shows an increase of 2% over last year.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

IV. REPORTS (Continued)

STANDING COMMITTEES

BUILDING AND GROUNDS – New and Updated Lettering on Front Entrance – The doors lettering has been updated and includes the current logo.

LIAISON REPORTS

LINC – No report.

FRIENDS OF THE LIBRARY – Director Jarzemsky reported that the next meeting of Friends will be on Wednesday, July 18, 2012 at 7:00 p.m.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, July 26, 2012 at Noon to be hosted by the Bloomingdale Chamber of Commerce at their offices. If any of the Trustees wishes to attend, they should let Director Jarzemsky know. He will not be able to attend.

VI. UNFINISHED BUSINESS:

APPROVAL OF BIDDER FOR FIRE ALARM SYSTEM REPLACEMENT

Director Jarzemsky stated that three (3) bids were received for the replacement of the fire alarm system. He provided a description of the system that was included in the bid package. The bids were reviewed by the Library's consultant, Aon Fire Protection Engineering, and they are recommending acceptance of the lowest qualified bid received from Metro Protection Services in the amount of \$45,228.00. Trustee Mallozzi moved, and Trustee Gaertner seconded the **motion**, that the Board award the contract for the fire alarm system replacement project to Metro Protection Services based upon their lowest bid in the amount of \$45,228.00. The motion carried by roll call vote: AYES: Trustees Mallozzi, Gaertner, Szramiak, Clark, Rothbaum and McGrath. NAYS: None. ABSENT: Trustee Strutzel.

VI. NEW BUSINESS:

FORMAL SHELTER AGREEMENT WITH THE VILLAGE OF BLOOMINGDALE

Director Jarzemsky stated that the Library has been working with the Village to establish and approve the Library as a formal shelter with the American Red Cross and DuPage County. The Park District and Stratford Square are also shelter sites. He described how the shelter would be manned and the ability of the downstairs meeting rooms to be available since there is an outside access to these areas. The library does have a natural gas generator that could be used in the event that the building should lose power.

VI. NEW BUSINESS: (Continued)

ILA CONFERENCE TRUSTEE DAY

The ILA Annual Conference Trustee Day will take place on Wednesday, October 10, 2012. The Conference is being held at the Peoria Convention Center. The programs that day focus on Board-related matters. The Library will cover travel and attendance costs as well the cost for overnight stays. Director Jarzemsky stated that he and certain members of the staff do plan to attend. Trustees Clark and Rothbaum expressed an interest. In order to obtain the best discounted price for the event, if a Board member would like to attend, he should contact Director Jarzemsky prior to August 27, 2012.

OCTOBER BOARD MEETING DATE CHANGE

In order to allow for the Board and staff to attend the ILA Annual Conference, the Library Board meeting scheduled for the evening of October 10, 2012 needs to be rescheduled to another date. The Board was in agreement that the meeting be rescheduled. Trustee Szramiak moved, and Trustee Rothbaum seconded the **motion**, that the Board reschedule the regular Library Board meeting of Wednesday, October 10, 2012 to Wednesday, October 17, 2012. The motion carried by voice vote.

LEGAL FEES

Director Jarzemsky stated that a letter included in the Board's meeting packet was received from Klein, Thorpe and Jenkins, Ltd., the Library's attorneys. The letter informs the Board that the firm intends to "freeze" their rates for legal services through June 30, 2013.

IPLAR SUBMISSION

Director Jarzemsky reviewed the Illinois Public Library Annual Report (IPLAR). The IPLAR submission is a picture of last year's library activities. In order to keep the Library in good standing and allow the Library to continue to be able to receive grants, the report needs to be filed every year with the State.

VII. PUBLIC DISCUSSION:

VIII. ANNOUNCEMENTS:

The Library's Ice Cream Social will be held on Thursday, August 2, 2012 from 5:30 p.m. to 8:30 p.m. Director Jarzemsky described the events that are being planned for that evening.

IX. 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 9:15 p.m. Trustee Rothbaum moved, and Trustee Clark 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, McGrath, Gaertner, and Mallozzi. NAYS: None. ABSENT: Trustee Strutzel.

The Closed Session was concluded at 9:17 p.m. at which time the regular meeting of the Board reconvened.

APPROVAL OF MINUTES OF EXECUTIVE SESSIONS:

Trustee Szramiak moved and Trustee Gaertner seconded the **motion** that the minutes of the Executive Session of July 14, 2010 be approved and released. The motion carried by roll call vote. AYES: Trustees Szramiak, Gaertner, Rothbaum, Clark, McGrath and Mallozzi. NAYS: None. ABSENT: Trustee Strutzel.

DESTRUCTION OF VERBATIM RECORDS:

Trustee Szramiak moved and Trustee Gaertner seconded the **motion** that the verbatim recording of the Executive Session of July 14, 2010 be destroyed. The motion carried by roll call vote. AYES: Trustees Szramiak, Gaertner, Rothbaum, Clark, McGrath and Mallozzi. NAYS: None. ABSENT: Trustee Strutzel.

X. ADJOURNMENT:

Trustee Szramiak moved and Trustee Mallozzi seconded the motion to adjourn the July 11, 2012 Library Board meeting at 9:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones