

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JULY 10, 2013**

Prior to the start of the meeting, Village President Franco Coladipietro visited with the Library Board members and provided a report on the Village and answered questions.

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:34 p.m. Trustees present: Milton Clark, Sam D'Amico, LeRoy Gaertner, Kelly Mallozzi, and Bonni Rothbaum. Absent: Linda Szramiak and David Strutzel. Also Present: Director Tim Jarzemsky, Auditor John George with McGladrey & Pullen, LLP, and Department Head of Adult Services, Julie Keating.

Director Jarzemsky requested that the 2012/13 FY Audit Review and Zinio Digital Magazine Demonstration under New Business be presented following the review of the Treasurer's Report. The Board agreed to these changes to the agenda.

II. APPROVAL OF MINUTES

The minutes of the June Board Meeting were reviewed. Trustee D'Amico moved, and Trustee Gaertner seconded the **motion**, that the minutes of the June 12, 2013 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 Mallozzi moved, and Trustee D'Amico seconded the **motion**, that the Board approves the payment of bills for the month of July, 2013 in the amount of \$74,431.36 and the transfer of approximately \$227,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Mallozzi, D'Amico, Gaertner, Clark and Rothbaum. NAYS: None. ABSENT: Trustees Strutzel and Szramiak.

VI. NEW BUSINESS:

2012/13 FY AUDIT REVIEW AND APPROVAL

Director Jarzemsky introduced Mr. John George of McGladrey & Pullen, LLP, the Library's audit firm. Mr. George thanked Director Jarzemsky and Ginger Boskelly for their help with the audit process. Mr. George presented the Board with a brief overview of the audit process. He stated that a management meeting took place on March 19, 2013. 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. He explained that contained in the audit packet is a letter from his firm that states that the library has an unqualified opinion and that no problems were discovered. There has been a change to the format of the opinion letter in that it clarifies what is being reported. He discussed pages 3 through 10 of the report which provides a recap of what has occurred during the year. Page 11 is a statement of the library's net position showing total net assets and liabilities. He discussed the library's change in net position. He went on to further review pages 13, 14 and 15 of the report. Director Jarzemsky noted that the library has been spending down its reserves deliberately and using the funds for operations. Mr. George went on to review the other pages in the document and the items of note. A schedule of expenditures and the increases and decreases in the budget between fiscal years is included in the report.

VI. NEW BUSINESS: (Continued)

2012/13 FY AUDIT REVIEW AND APPROVAL

In response to Trustee Clark's question, Mr. George stated that if issues were to arise, which there were none, a discussion would take place with management and corrections would be made and adjustments posted. If the issues were significant and would impact the opinion and if not in agreement with general accounting principles, then the issue or issues would be in the report. He discussed the responsibilities of the auditors. The final report to the Board will be available in July. Mr. George stressed that there were no control issues or deficiencies found during the audit.

The Board thoroughly reviewed the preliminary draft audit and based on this review, the following motion was made: Trustee Rothbaum moved, and Trustee Gaertner seconded the **motion**, that the Board approve the FY2012/13 Financial Report dated April 30, 2013 from McGladrey & Pullen, LLP as presented. The motion carried by roll call vote: AYES: Trustees Rothbaum, Gaertner, Clark, D'Amico and Mallozzi. NAYS: None. ABSENT: Trustees Strutzel and Szramiak.

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

ZINIO DIGITAL MAGAZINE DEMONSTRATION

Director Jarzemsky introduced Ms. Julie Keating, Department Head of Adult Services. Ms. Keating described the new service to be offered by the Library called Zinio Digital Magazines. With this service, patrons would be able to subscribe to over seventy (70) different digital magazines. They would be allowed to check out as many as they like and have them available on their computer or tablet for as long as they wanted. Ms. Keating provided a demonstration on how a patron would download a magazine to their tablet. In response to questions, Ms. Keating explained how the new service would be marketed. She explained the costs for the program and described other new features available in the Adult Services Department including the new eBook kiosk and the low vision CCTV. She mentioned that one patron who has used the low vision reader for a number of years was very pleased with the new machine. In response to a question concerning book clubs, she stated that the library will provide books for clubs who meet outside of the library. She discussed the Teen Gaming Tournament scheduled for July 27, 2013 and the library's partnership with the Park District for the Bloomingdale Teen Music Fest to be held on Friday, August 9 at Old Town Park. She discussed the programs that cater to teens and the number of teens who have library cards. She discussed the upcoming "On the Same Page" event. She stated that the book chosen was entitled *The Night Circus* by Erin Morgenstern. The program will begin in October and related programming for children will take place. The children will be reading the book *The One and Only Ivan* by Katherine Applegate. She discussed other programs and classes that will be offered for adults and teens.

Removal from the Roll: Ms. Keating leaves the meeting at 8:00 p.m.

IV. REPORTS

LIBRARIAN'S REPORT

Director Jarzemsky reviewed his report. He stated that the summer reading program has a very successful start with 450 adults and teens and 711 children signed up for the program. The first concert in the Sunshine Serenade series featured the Neverly Brothers and had record-breaking attendance of 254. Staff who attended the American Library Association Annual Conference shared their thoughts and opinions on the speakers and programs in his report. He noted that staff is very appreciative for the opportunity to attend conferences. A discussion took place concerning 3-D printers. He stated that teens will be able to create custom vinyl decals and stickers using the library's Silhouette Cameo machine in a program scheduled for September 19. A discussion took place concerning programs that may appeal to patrons in their twenties and thirties.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of June. The circulation report shows a decrease of 1% for the month of June compared to June, 2012. eBooks continue to be popular and show an increase in circulation over last year.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Concrete Work - Director Jarzemsky described the work that is planned for the rear entrance sidewalk and railings. Because the project costs are below the necessary bidding amount, quotes were solicited. A number of quotes were received. Driessen Construction Company submitted the most favorable quote. The work is scheduled to be completed in July. Trustee D'Amico moved, and Trustee Gaertner seconded the **motion**, that the Board approve the concrete proposal from Driessen Construction Company of St. Charles, IL in the amount of \$9,400.00. The motion carried by roll call vote: AYES: Trustees D'Amico, Gaertner, Rothbaum, Clark, and Mallozzi. NAYS: None. ABSENT: Trustees Strutzel and Szramiak.

LIAISON REPORTS

LINC – No report.

VILLAGE – Director Jarzemsky stated that Village Trustee King was on vacation. As noted earlier, Mayor Coladipietro provided a brief report on the Village prior to the start of the meeting.

FRIENDS OF THE LIBRARY – Director Jarzemsky reported that the next meeting of Friends will be on Wednesday, July 17, 2013 at 7:00 p.m. Trustee D'Amico stated that a demonstration of the new low vision CCTV will take place during the meeting.

BIG - The next meeting of the Bloomingdale Intergovernmental Group will be on Thursday, July 25, 2013 at Noon to be hosted by the Bloomingdale Park District. If any of the Trustees wish to attend, they should let Director Jarzemsky know. He will be able to attend.

V. UNFINISHED BUSINESS:

PER CAPITA GRANT REQUIREMENTS – SWOT ANALYSIS

Director Jarzemsky stated that as a part of the per capita grant requirements, the State provides that the Library Trustees participate in a review of State Standards for libraries. This year the Board is participating in a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis of the community and library. The Board has done this as a part of their long range planning but Director Jarzemsky presented a review of the community based upon the demographics obtained from the 2010 United States Census. The population of the Village is approximately 22,000. He discussed the change in demographics over the years. The current population figures show that a large portion of the population falls in the 25-34 year old category. The library is looking to increase programming for this age group. Discussion took place concerning the materials available to address the diversity of the community's population, in particular through the use of the special Donna Beth Froio Foreign Language and Cultural Collection. There are 9,353 homes located in the community and an economic view of the community was presented. Discussion took place concerning home prices and comparisons in home values over the years. In 2004, a staff focus group was established to identify the strengths of the library. The Board discussed the improvements to the library since the focus group's findings. Director Jarzemsky asked that the Board provide input as to what the Board perceives are the strengths and weaknesses within the Library. Some points brought out for strengths were: the staff and staff knowledge of patron programming; availability of materials; welcoming environment and forward technology participation through materials and staff knowledge. Some of the weaknesses attributed to the library were: the small parking area; eBook purchasing restrictions and loan periods; and the inability to renew books on hold. Some opportunities to meet community needs include programming ideas based upon age groups, continued work with intergovernmental partners, author events and the use of the library as a community center. The threats to the library would be a defined line of succession to the Director's position; uncertain property value base and the digital eBook technology. Director Jarzemsky asked that if the Board has any other comments on the discussion they can contact him.

DIGITAL SIGNAGE PROJECT – PROPOSED TIMETABLE

The Board approved the purchase of the digital sign system in April. The system will be installed in three areas within the library with each area having its own focus. Director Jarzemsky explained where the systems will be located and what is planned to be put on display. The Business Office and staff will be responsible for putting the information onto the system. Shauna Porteus and Sean Luster will receive training on the system. The system is planned to be up and mounted by July 15 and staff training by Ms. Porteus is to be completed during the week of July 22nd.

LOW VISION CCTV

Director Jarzemsky stated that included in the Board packet was an article from Press Publications concerning the low vision CCTV. The article included a picture of Friends of Library President, Sam D'Amico, Lions Club President Stan Poplonski and Library Adult Services Department Head, Julie Keating. The purchase was made possible by the donations from the Friends of the Library and the Bloomingdale Lions Club.

VI. NEW BUSINESS:

INVESTMENT OF PUBLIC FUNDS REPORT FOR APRIL – JUNE

As mandated by State law, a discussion took place concerning the Library's investments as detailed in the written quarterly report. The report lists all investments, the location of the invested money and the market value. There was no change to investment vehicles.

RAILS E-BOOK GRANT

Director Jarzemsky stated that the Reaching Across Illinois Library System (RAILS) was awarded a grant from the Secretary of State and the Illinois State Library for the "E-books for Illinois" project. The two-year grant project will help to increase access to eBooks.

LIBRARY IN-SERVICE DAY—AUTHORIZE TO CLOSE ON SEPTEMBER 27, 2013

Director Jarzemsky discussed the plans for the staff in-service day. As in past years, employee recognition of service will take place during breakfast. The Bloomington Police Department will provide information on what to do if there were an armed intrusion taking place within the library. The focus would be on the best practices of what to do. The emergency manual will include options on what to do in this type of situation. Discussion took place concerning the location of exits. An exit plan is posted by the doors and on the walls. A full agenda of the day will be provided to the Board at the August meeting. Director Jarzemsky stated that the Board is welcome to attend the program. Motion by Trustee Mallozzi, seconded by Trustee Rothbaum, to approve the closing of the Library on Friday, September 27, 2013 for the Library Staff In-Service Day. The motion carried by voice vote.

E-BOOK KIOSK

An eBook kiosk has been installed upstairs by the OPAC computers. The large touch screen monitor will allow patrons to view the Overdrive digital collection. Staff will be able to help patrons on how to access the library's eBook collection and the use of My Media Mall.

ZINIO DIGITAL MAGAZINE DEMONSTRATION

The Zinio Digital Magazine Demonstration was presented following the discussion of the audit earlier in the meeting.

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 a modest rate increase for legal services effective January 1, 2014.

2012/13 FY AUDIT REVIEW AND APPROVAL

A review and approval of the 2012/13 FY Audit took place following approval of the Treasurer's Report earlier in the meeting.

VII. PUBLIC DISCUSSION:

VIII. ANNOUNCEMENTS:

The Library's Ice Cream Social will be held on Thursday, August 1, 2013 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, Mallozzi, D'Amico and Gaertner. NAYS: None. ABSENT: Trustees Szramiak and Strutzel.

The Closed Session was concluded at 9:20 p.m. at which time the regular meeting of the Board reconvened.

APPROVAL OF MINUTES OF EXECUTIVE SESSIONS:

Trustee Rothbaum moved and Trustee Gaertner seconded the **motion** that the minutes of the Executive Session of July 13, 2011 be approved and released. The motion carried by roll call vote. AYES: Trustees Rothbaum, Gaertner, Clark, D'Amico and Mallozzi. NAYS: None. ABSENT: Trustees Strutzel and Szramiak.

DESTRUCTION OF VERBATIM RECORDS:

Trustee Rothbaum moved and Trustee D'Amico seconded the **motion** that the verbatim recording of the Executive Session of July 13, 2011 be destroyed. The motion carried by roll call vote. AYES: Trustees Rothbaum, D'Amico, Gaertner, Clark and Mallozzi. NAYS: None. ABSENT: Trustees Strutzel and Szramiak.

X. ADJOURNMENT:

Trustee D'Amico moved and Trustee Clark seconded the motion to adjourn the July 10, 2013 Library Board meeting at 9:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones