

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
JULY 9, 2014**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m.

**II. ROLL CALL**

Trustees present: Milton Clark, LeRoy Gaertner, Benjamin Hoyle, Kelly Mallozzi, Bonni Rothbaum and David Strutzel. Absent: Sam D'Amico. Also Present: Director Tim Jarzemsky, Village Trustee Jim King, Auditor John George with McGladrey & Pullen, LLP, and Head of Circulation/Technical Services Department, Christine Sporleder.

**III. PUBLIC DISCUSSIONS**

No public was present.

**IV. APPROVAL OF AGENDA**

Director Jarzemsky requested a change to the agenda. He asked that the 2013/14 FY Audit Review and Circulation Department Report under New Business be presented following the review of the Treasurer's Report. Trustee Mallozzi moved, and Trustee Hoyle seconded the **motion**, that the July 9, 2014 revised meeting agenda be approved as proposed. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the June Board Meeting were reviewed. Trustee Mallozzi moved, and Trustee Rothbaum seconded the **motion**, that the minutes of the June 11, 2014 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**VI. TREASURER'S REPORT**

The Board reviewed the Treasurer's Report. Trustee Strutzel moved, and Trustee Gaertner seconded the **motion**, that the Board approve the payment of bills for the month of July, 2014 in the amount of \$79,825.16 and the transfer of approximately \$235,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Gaertner, Hoyle, Clark, Mallozzi and Rothbaum. NAYS: None. ABSENT: Trustee D'Amico.

Addition to the Roll: Trustee D'Amico enters the meeting at 7:40 p.m.

## IX. NEW BUSINESS

### 2013/14 FY AUDIT REVIEW AND APPROVAL

Director Jarzemsky introduced Mr. John George of McGladrey & Pullen, LLP, the Library's audit firm. Mr. George discussed the audit process and the various reports contained within the report. Mr. George stated that he met with staff in April and he thanked Director Jarzemsky and Ginger Boskelly for their help with the audit process. He stated that preliminary field work took place on May 18, 2014. He explained what occurred during and following the preliminary field work. He stated that internal controls were tested and all were working well. There were no issues and nothing was noted. The final field work took place in June. He reviewed the various financial reports. 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 were no issues with how management presented the information. He discussed the statements of the library's net position showing total net assets and liabilities. Director Jarzemsky noted that the 2013 Per Capita Grant dollars will be carried over into next fiscal year due to the late payment by the State. A schedule of expenditures and the increases and decreases in the budget between fiscal years is included in the report as well as the reasons for the changes. Mr. George went on to review the other pages in the document and the items of note including new reporting standards in upcoming years. It was noted that the Village is no longer required to report the library's financial statements to the County and the library will need to notify the comptroller's office themselves.

The Board thoroughly reviewed the preliminary draft audit and based on this review, the following motion was made: Trustee Clark moved, and Trustee Hoyle seconded the **motion**, that the Board approve the FY2013/14 Financial Report dated April 30, 2014 from McGladrey & Pullen, LLP as presented. The motion carried by roll call vote: AYES: Trustees Clark, Hoyle, Strutzel, Gaertner, Mallozzi, D'Amico and Rothbaum. NAYS: None. ABSENT: None.

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

### CIRCULATION DEPARTMENT REPORT

Director Jarzemsky introduced Ms. Christine Sporleder, Head of Circulation/Technical Services Department. Ms. Sporleder provided the Board with a department overview report and proceeded to discuss it. She discussed the number of employees in the combined Circulation and Technical Services Department and their responsibilities. She stated that staff continues to be trained on library support technology in response to patron needs. She discussed measures to streamline circulation for the patrons through the use of new technologies and how staff will be increasing their interaction with patrons. She proposed that the library card no longer require a photo since patrons will have the ability to self-check materials and use mobile devices. She discussed the possibility of self-check locations outside of the library building. She noted that there would be a savings in the cost to produce a library card with the elimination of the photo. The library would continue to supply staff and

Village identification cards that would contain photos. She discussed the Axis 360 program which would provide patrons with additional e-books and e-audio book options. The program was made possible through a grant to RAILS from the State. She stated that the mobile circulation program by SirsiDynix is another feature that will allow staff to use an i-pad and scanner to take inventory within the library. It can also be used outside the library to issue library cards. Mobile circulation will also help to pull books requested by patrons faster. Staff continues to look at streaming devices like Roku. She discussed the proposed changes to the circulation desk area and the new self-check machines. A discussion took place concerning RFID, radio frequency identification, and how this may be used in the future to tag the library's collection. In response to questions, the library will not be going completely to self-service. Staff will work with patrons to meet their needs. The Board thanked Ms. Sporleder for her informative presentation.

Removal for the Roll: Ms. Sporleder leaves the meeting at 8:05 p.m.

## **VII. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reported on the first summer concert featuring The Student Body and stated that the concert had a wonderful turnout with 142 people in attendance. The Bloomingdale Teen Fest which was a co-sponsored event between the library and the Park District drew a crowd of 129 people. Pictures of the Teen Music Fest were shown in his report. Director Jarzemsky reported that Vince Gattone from Computer Services resigned and explained the reason for his departure. He discussed the number of children who signed up for the summer reading program and the different programs that took place including the successful "Animal Quest" program.

### **MONTHLY STATISTICS**

The Board reviewed the statistics for the month of June. The circulation report shows that total circulation is down 8% from the previous year. Director Jarzemsky discussed the circulation statistics and the plans for repurposing the front area of the library to show off the library's new materials including the new addition of e-videos in an effort to increase circulation figures.

### **STANDING COMMITTEES**

**PERSONNEL** - No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Topographical Survey Completed - Director Jarzemsky reported that the topographical survey of the library and grounds has been completed by DLA Architects. The survey will determine which repairs are needed for the sidewalks and curbs. He discussed the plans to fix curbs, sidewalks and the parking lot now that the design work has been completed. The library has a blueprint that shows the locations of underground utilities, trees, curbs, etc. Elevations are also shown on the plans which can be used in any future designs as well.

Discussion took place concerning committee assignments. Director Jarzemsky stated that he would like to have two board members on each committee. Trustees D'Amico and Rothbaum volunteered to serve on the Building and Grounds Committee; Trustees Clark and Mallozzi volunteered for the Policy Committee; Trustees D'Amico and Hoyle volunteered to serve on the Personnel Committee and Trustees Hoyle and Strutzel volunteered for the Finance Committee. The Committee assignments will be formalized. Director Jarzemsky noted that every policy will be reviewed over the next two (2) years.

### **LIAISON REPORTS**

**LINC** – Director Jarzemsky reported on the June 13, 2014 LINC meeting. LINC is working with a consultant on a long range plan. An intergovernmental agreement is being prepared for execution by the libraries and LINC. The LINC audit is currently taking place.

**VILLAGE** - Trustee King stated that the Village is creating a new website that should be completed in August. He discussed the plans by ComEd for Smart Meters and the upcoming installations. ComEd is to notify residents by mail and phone when an installation of a smart meter is to take place. He discussed the various projects previously reported on and the status of them. He stated that the Board approved a circus to be held at Stratford Square Mall for three days in September (12-14) sponsored by the Rotary Club. He responded to questions concerning the Connie's Pizza location, Giordano's possible location and the status of the hiring of a new Village Administrator.

Removal from the Roll: Trustee King leaves meeting at 8:45 p.m.

**FRIENDS OF THE LIBRARY** – Trustee D'Amico stated that the Friends are getting ready for the Ice Cream Social to be held on Thursday, August 7th. They are lending their support to the event.

**BIG** - Director Jarzemsky stated that the next meeting of the Bloomingdale Intergovernmental Group to be hosted by College of DuPage is July 24, 2014 at Noon. Director Jarzemsky stated that he could not attend. Trustees Clark and Rothbaum volunteered to attend.

## VIII. UNFINISHED BUSINESS:

### PER CAPITA GRANT REQUIREMENTS-EDGE ASSESSMENT VIDEO

Director Jarzemsky stated that the Library will be receiving approximately \$27,000 in a Per Capita Grant this year through the Illinois State Library. As in previous years, in order to receive the grant from the State, certain FY2015 requirements will need to be met which will include the participation in the Edge Initiative. The Board watched the video on the Edge Assessment and a handout was provided explaining the program further. The video provide the Board with the training necessary to meet the requirements for the Per Capita Grant. Staff will be doing further training on the program.

## IX. 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.

### SELF CHECK PROPOSAL

Director Jarzemsky reviewed the proposal for the three (3) self-check machines. The budget contained funds for two machines. The third machine would be leased for one year and purchased in the next fiscal year. The project will cost \$38,908. He discussed what would be included with the purchase of the machines. A motion was made by Trustee Rothbaum, seconded by Trustee Strutzel, to approve the purchase of the self check machines from Bibliotheca at the cost of \$38,900 as presented in their proposal.

Discussion: Trustee Mallozzi questioned if the coin and bill payment option was important. Director Jarzemsky explained the necessity for this feature. Trustee Clark questioned if payment would be deferred for the third machine. Director Jarzemsky stated that the lease would be at no cost and next year's budget would include the funds for payment for the machine at the beginning of next fiscal year. Two machines would be available upstairs and one machine downstairs. In response to questions concerning the locations for the machine, Director Jarzemsky stated that the designer has the specifications for the machines and will determine the best location as a part of the redesign of the circulation area. A service contract will need to be established after one year. The three (3) machines are sufficient for now but more machines may be necessary in the future.

ROLL CALL VOTE ON THE MOTION: AYES: Trustees Rothbaum, Strutzel, Mallozzi, Clark, Hoyle, D'Amico and Gaertner. NAYS: None. ABSENT: None. The motion carried.

## **FOIA REQUEST OF JUNE 13, 2014**

Director Jarzemsky discussed the recent FOIA request and the library's response. The library is trying to be as transparent as possible but staff is not required to create documents in order to respond to requests. The data was provided based upon what was available. He stated that he worked with the Library's attorney in answering the request.

## **LIBRARY ARTICLE - STATISTICS**

Director Jarzemsky stated that contained in the Board's packet was an article entitled "The 2013 Public Library Data Service Statistical Report – Characteristics & Trends" from the Public Libraries magazine. A discussion took place concerning the article. The article provided statistical information concerning circulation figures in libraries similar to Bloomington. The article is used as a benchmark for the library's annual meeting and report. The article discusses the diminished circulation numbers. Staff is working to improve the circulation of materials but the report shows that this is a matter happening in libraries of all sizes. It was suggested that the number of people coming to the library may be a better indication of how the library is being used. It was noted that technology is playing a big part in the decline of circulation and the improvement of the economy also may be playing a part. Patrons may now be better able to purchase a book on-line or in stores. Staff will continue to work at helping to make the library more of a community center. Discussion took place concerning the meaning behind what is considered circulation and if the use of Wi-Fi could be included in the figures.

## **STAFF IN-SERVICE AGENDA**

Director Jarzemsky discussed the plans for the staff in-service day. The agenda was provided to the Board. The Staff In-Service Day is planned for Friday, August 15<sup>th</sup>. The morning program will take place at the Bartlett Public Library. The Board was invited to attend the program. If any member plans to attend, they should let Director Jarzemsky know. Trustee Rothbaum stated that she would attend.

## **XI. ANNOUNCEMENTS**

Director Jarzemsky stated that the Ice Cream Social will take place on Thursday, August 7, 2014 between the hours of 5:30 p.m. and 8:30 p.m. to celebrate the end of the Summer Reading Program.

## **X. 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 Strutzel, Gaertner, Hoyle, Clark, Mallozzi, D'Amico and Rothbaum. NAYS: None. ABSENT: None.

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 D'Amico moved and Trustee Gaertner seconded the **motion** that the minutes of the Executive Sessions of July 11, 2012 and January 9, 2013 be approved and released. The motion carried by roll call vote. AYES: Trustees Rothbaum, Gaertner, Clark, D'Amico, Hoyle, Strutzel and Mallozzi. NAYS: None. ABSENT: None.

**DESTRUCTION OF VERBATIM RECORDS:**

Trustee Hoyle moved and Trustee Mallozzi seconded the **motion** that the verbatim recording of the Executive Sessions of July 11, 2012 and January 9, 2013 be destroyed. The motion carried by roll call vote. AYES: Trustees Rothbaum, D'Amico, Gaertner, Clark, Mallozzi, Strutzel and Hoyle. NAYS: None. ABSENT: None.

**XII. ADJOURNMENT:**

Trustee Rothbaum moved and Trustee Strutzel seconded the motion to adjourn the July 9, 2014 Library Board meeting at 9:23 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