

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JULY 8, 2015**

I. CALL TO ORDER

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

II. ROLL CALL

Upon a roll call, the following Trustees present: Milton Clark, Alexandria Contes, Sam D'Amico, Benjamin Hoyle, and Bonni Rothbaum. Absent: David Strutzel. Also Present: Director Tim Jarzemsky and Auditor John George with McGladrey & Pullen, LLP.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Director Jarzemsky requested a change to the agenda. He asked that the 2014/15 FY Audit Review and Interview of Applicants for Trustee Vacancy under New Business be presented following the review of the Treasurer's Report. Trustee Hoyle moved, and Trustee D'Amico seconded the **motion**, that the July 8, 2015 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 D'Amico moved, and Trustee Contes seconded the **motion**, that the minutes of the June 10, 2015 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 Contes moved and Trustee Hoyle seconded the **motion**, that the Board approve the payment of bills for the month of July, 2015 in the amount of \$97,551.02 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Hoyle, Clark, D'Amico, and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

IX. NEW BUSINESS

2014/15 FY AUDIT REVIEW AND APPROVAL

Director Jarzemsky provided background on the audit process by staff. He then 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. He stated that preliminary field work took place on May 18, 2015. 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. 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. In response to a question, Mr. George explained what replacement taxes were as stated in the report. He discussed the various funds of the library. It was noted that there is only one Non-Major Governmental Fund, the Froio Fund. A schedule of expenditures and the increases and decreases in the budget between fiscal years is included in the report and the reasons for the changes. Mr. George went on to review the other pages in the document and the items of note including a new reporting standard, the GASB Statement 68 that will appear in next year's audit. The GASB 68 relates to the Library's IMRF liabilities and how this will be reported within next year's audit. Mr. George thanked Director Jarzemsky, Ginger Boskelly and staff for their help with the audit process.

The Board thoroughly reviewed the preliminary draft audit and based on this review, the following motion was made: Trustee Clark moved, and Trustee Rothbaum seconded the **motion**, that the Board approve the FY2014/15 Financial Report dated April 30, 2015 from McGladrey & Pullen, LLP as presented. The motion carried by roll call vote: AYES: Trustees Clark, Rothbaum, Hoyle, D'Amico and Contes. NAYS: None. ABSENT: Trustee Strutzel.

Mr. George stated that a representation letter will be provided to the Board and a pdf version of the audit document also will be provided to the Library for use on its website.

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

INTERVIEW OF APPLICANT FOR TRUSTEE VACANCY

Director Jarzemsky and Trustee Rothbaum explained the process that would be used to interview the prospective candidate for the vacant library trustee position. Prospective candidate, Ms. Sharon Schade, was introduced to the Board and answered questions put to her by Board members. Ms. Schade leaves the meeting at 7:55 p.m.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on the events that took place at the library in June. The highlighted programs included in his report were the performance by Natraj Dance Academy on June 29th and the Magic and Juggling with Rick Colen program on June 26th. Both programs were well attended. Another program of note was the discussion by the winner of the *Biggest Loser*, Mr. Toma Dobrosavljevic which was also very well received by patrons. He noted that a collaborative event, the Teen Music Fest, took place on June 27th. This is the fourth annual music showcase co-sponsored with the Bloomingdale Park District and the Library. Eight bands performed. He stated that staff was responsible for the updated signage in the library following the recent renovation. Staff used the library's vinyl cutter machine to make the new signs.

MONTHLY STATISTICS

The Board reviewed the statistics for the month of June. The circulation report shows a decrease in circulation mainly due to the parking lot construction and weather. It is hoped that with the completion of the parking lot circulation will increase. It was noted that the self-check machines are popular and being used especially in the Youth Services area.

STANDING COMMITTEES

PERSONNEL - No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Parking Lot Updates – The Parking lot improvements have been completed and will be discussed in more detail. He stated that plans now call for the renovation of the staff break room area, washrooms and the downstairs staff areas. The gallery downstairs will become a snack area. Bid proposals are being prepared for the RFID installation. Director Jarzemsky explained what is being proposed and the components of such a system. The bid documents are planned to be completed within the next couple of weeks. Once the proposals are received, they will be presented to the Board. Based upon discussions, only one security gate is being proposed but an alternative for a second gate and access from the downstairs area could be added to the bid specifications. Director Jarzemsky stated that Christine Sporleder has been doing an excellent job at looking at different libraries with an RFID system and the proposals for the RFID system.

BUILDING AND GROUNDS – Parking Lot Updates – (Continued) - Director Jarzemsky reviewed DLA Architects and W-T Civil Engineering, LLC, punch list items on the parking lot improvements. He noted that all the items will be completed and repairs made. He explained the need to make corrections to the sidewalk slope in one area in order to make the sidewalk ADA compliant. The sidewalks will also be sealed. It was mentioned that the saw horses used to close off the parking lot should be removed from the entrance drives. Director Jarzemsky stated that payment to the contractors will not take place until all punch list items are finished. He stated that the contractors have been good to work with and responsive.

LIAISON REPORTS

LINC – April Board Meeting – The meeting minutes of the April meeting were included in the Board packet for review. Director Jarzemsky stated that the LINC Board is in the process of a two year study on the future of the organization. Franklin Park Library will be leaving LINC in June, 2016. The Board is looking at options with the loss of the Franklin Park Library. The LINC by-laws are also being reviewed. In response to a question, Franklin Park is leaving in order to join another consortium called SWAN. The local libraries near Franklin Park all belong to this group. He explained what a multi-type library means. He discussed the various services that are offered by LINC.

VILLAGE - No report.

FRIENDS OF THE LIBRARY – The next meeting of the Friends will be July 15, 2015.

BIG - The next meeting of BIG will be on Thursday, July 23, 2015 to be hosted by the Bloomingdale Fire Protection District. Director Jarzemsky and Trustee Hoyle plan to attend.

VIII. UNFINISHED BUSINESS:

COMPUTER LAB INCIDENT

Director Jarzemsky informed the Board on what occurred within the computer lab on June 23rd that involved a patron believing that another computer patron was looking at images that could pose a national security threat. The Police Department was informed by this patron and investigated. Director Jarzemsky explained the rules on confidentiality of library records and possible evidence was preserved. He stated that staff is well aware of the procedures to be used and the policy and personnel manuals spell out the appropriate measures to be taken.

IX. NEW BUSINESS:

INTERVIEW OF APPLICANTS FOR TRUSTEE VACANCY

The meeting agenda was approved to be changed to allow for discussion of this item following the review of the 2014/15 FY Audit Review and Approval.

2014/15 FY AUDIT REVIEW AND APPROVAL

The meeting agenda was approved to be changed to allow for discussion of this item following the approval of the Treasurer's Report.

STAFF IN-SERVICE AGENDA

The library is scheduled to be closed on September 18, 2015 for the staff in-service day. A proposed agenda for the day was included in the packet.

ILA CONFERENCE

The ILA Annual Conference Trustee Day will take place on Saturday, October 24, 2015. The Conference will be held at the Peoria Civic Center in Peoria, 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, they should contact Director Jarzemsky prior to September 21st. The ILA Conference should be returning to Chicago next year.

RESOLUTION APPROVING IMET TOLLING AGREEMENT

President Rothbaum presented Resolution No. 2015-R-3 entitled "A Resolution Directing the Library Director to Enter into a Tolling Agreement Between Bloomingdale Public Library and the Illinois Metropolitan Investment Fund." Director Jarzemsky presented the information on the reasons for the adoption of the Resolution.

Trustee Rothbaum moved and Trustee D'Amico seconded the motion that said resolution, as presented, be adopted.

After a full discussion thereof, President Rothbaum directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called the following Trustees voted AYE: Trustees Rothbaum, D'Amico, Hoyle, Contes and Clark. The following Trustees voted NAY: None. Absent: Trustee Strutzel.

Whereupon President Rothbaum declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, Du Page County, Illinois, which was done.

IX. NEW BUSINESS: (Continued)

FROIO DONATION COLLECTION

Director Jarzemsky reported that a patron donated books written in Japanese to the Froio multi-cultural collection. Director Jarzemsky explained how the Froio fund operates and discussion took place on how patrons would benefit from the donation and the collection.

LEGISLATIVE UPDATE – POSSIBLE TAX FREEZE

Director Jarzemsky discussed the State's current financial situation with the failure of the legislators to adopt a budget and the large pension liabilities. Discussions have taken place at the State level on the possibility of a property tax freeze. Director Jarzemsky explained how this would impact the library and the need for planning to decide how to cover costs if this idea should succeed.

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. A pie chart was added to the report showing where funds are located.

IPLAR 2014-15

The Illinois Public Library Annual report (IPLAR) is a recap of all the activities that took place in the library from 2014/15 and needs to be filed with the State. The filing of this report makes the library eligible for the receipt of a per capita grant. Trustee Hoyle moved and Trustee Clark seconded the **motion**, that the Board approve and accept the IPLAR 2014-15 report as presented. The motion carried by voice vote.

XI. ANNOUNCEMENTS

Director Jarzemsky stated that the Ice Cream Social will take place on Thursday, August 6 2015 between the hours of 5:30 p.m. and 8:30 p.m. to celebrate the end of the Summer Reading Program.

The 40 Years of Service celebration will take place on Friday, July 10, 2015 at 1:00 p.m. A draft agenda for the 40th Anniversary celebration was provided to the Board. Director Jarzemsky explained the reasons why Representative Winger may not be able to attend.

Trustee Hoyle was awarded a gold, silver and bronze for his wines at the Illinois State Wine competition. Look for more information in the upcoming Village Almanac. Congratulations were extended to Trustee Hoyle on his accomplishment.

X. EXECUTIVE SESSION:

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 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 9:10 p.m. Trustee Rothbaum moved, and Trustee Contes seconded the **motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2. (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 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, Contes, Hoyle, Clark and D'Amico. NAYS: None. ABSENT: Trustee Strutzel.

The Closed Session was concluded at 9:29 p.m. at which time the regular meeting of the Board reconvened.

APPOINTMENT OF 2015 BOARD VACANCY

Trustee Contes moved and Trustee D'Amico seconded the **motion** that Sharon Schade be appointed to the Library Board as a Trustee to fill the current (Mallozzi) vacant Board position. The motion carried by roll call vote. AYES: Trustees Contes, D'Amico, Clark, Hoyle and Rothbaum NAYS: None. Absent: Trustee Strutzel.

APPROVAL OF MINUTES OF EXECUTIVE SESSIONS

Trustee Hoyle moved and Trustee Contes seconded the **motion** that the minutes of the Executive Sessions of September 11, 2013 and January 8, 2104 be approved and released. The motion carried by roll call vote. AYES: Trustees Hoyle, Contes, D'Amico, Clark, and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

DESTRUCTION OF VERBATIM RECORDS

Trustees Hoyle moved and Trustee Clark seconded the **motion** that the verbatim recording of the Executive Sessions of September 11, 2013 and January 8, 2104 be destroyed. The motion carried by roll call vote. AYES: Trustees Hoyle, Clark, D'Amico, Contes and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

XII. ADJOURNMENT:

Trustee Hoyle moved and Trustee Contes seconded the motion to adjourn the July 8, 2015 Library Board meeting at 9:35 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Irene M. Jones