

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
August 8, 2017**

I. CALL TO ORDER

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

II. ROLL CALL

Upon roll call, the following Trustees were present: Benjamin Hoyle, Bonni Rothbaum, Sharon Schade, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky, Village Trustee Vince Ackerman, Adult Services Department Head Abigail Budzynski and John George from RSM US, LLP. Absent: Trustee Alexandria Contes and Milton Clark.

Trustee Contes enters the meeting at 7:31 p.m.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

Director Jarzemsky requested a change to the agenda. He asked that FY 2016/2017 Audit and Adult Services-Departmental Report under New Business and Village Liaison Reports be presented following the review of the Treasurer's Report. Trustee Hoyle moved, and Trustee Dave seconded the **motion**, that the August 8, 2017 revised meeting agenda be approved as proposed. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the July Board Meeting were reviewed. Trustee Rothbaum moved, and Trustee Strutzel seconded the **motion**, that the minutes of the July 12, 2017 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 August, 2017 in the amount of \$ 96,481.21 and the transfer of approximately \$335,600.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum Strutzel, Schade, Valenti and Contes NAYS: None. ABSENT: Trustee Clark.

VII. NEW BUSINESS

APPROVAL OF FY 2016/2017 AUDIT

Director Jarzemsky introduced John George from RSM US, LLP and gave background on the audit process. Mr. George distributed a letter to the Board; this letter is to inform the Board about the conduct and outcome of the audit. Mr. George discussed the audit

VII. NEW BUSINESS (Continued)

process and various reports with in the 46 page attachment. He stated that preliminary field work took place in May of 2017. The final field work took place in June of 2017 over a one week period. Mr. George first covered the Independent Auditors Report on page one and two. He then went over the 46 page report in detail answering various questions along the way. He stated that there were no issues and nothing was noted. He also stated that internal controls were tested and were all working well. Mr. George also shared the financial results with the Board. Mr. George thanked Director Jarzemsky, Ginger Boskelly; Library Accountant, and Library 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 Rothbaum moved, and Trustee Valenti seconded **the motion**, that the Board approve the FY2016/17 Financial Report dated April 30, 2017 from RSM US, LLP as presented. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum Strutzel, Schade, Valenti and Contes NAYS: None. ABSENT: Trustee Clark.

Removal from the Roll: Mr. George leaves the meeting at 7:55 p.m.

ADULT SERVICES- DEPARTMENTAL REPORT

Abigail Budzynski; Adult Services Department Head presented the Adult Services departmental report to the Board. First, she covered the Adult Services tasks such as reference questions, computer and copy machine help, mobile device help, and test proctoring. Next, she went over each staff member starting with their name, title, start date, what they do and fun facts. Then she covered current and future projects which included high interest shelving, update database webpage, implement shelf talkers, Reader's advisory social media posts and create pathfinders for specific communities. The Board thanked Abigail Budzynski for her presentation.

Removal from the Roll: Abigail Budzynski leaves the meeting at 8:20 p.m.

VIII. REPORTS

LIAISON REPORTS

VILLAGE- Village Trustee Vince Ackerman presented the Village Liaison Report to the Board. The new electronic Village sign is a great asset for the Village complex. DuJardin is thinking of purchasing an electronic sign as well. Construction started on Springfield and Butterfield road. Wolf Dean Brewery will start construction, with hopes to open in late 2017 or early 2018. At this time, they are looking for outside vendors and food trucks to serve food from as their business will not have a kitchen. Pets will be allowed outside in the sitting area. The K-Mart closed over 2 weeks ago, the mall owns that property and are already looking into options for the space. School starts soon, School Districts 93 and 15 start on the 16th and School District 13 start the week after on the 23rd due to constriction. The Board thanked Village Trustee Vince Ackerman for

VIII. REPORTS (Continued)

attending the meeting.

Removal from the Roll: Village Trustee Vince Ackerman leaves the meeting at 8:35 p.m.

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of July. "A Solar Eclipse is Coming!" program shared information about eclipses, how you can enjoy the partial or total eclipse and how to get ready for the next solar eclipse in 2024. 57 patrons were in attendance. Traveling World of Reptiles was a popular program for Youth Services with 2 sessions, with a total of 219 patrons in attendance. Dave DiNaso brought all types of animals, including a tarantula, anaconda and tortoise. Children were allowed to touch and hold the animals. Director Jarzmesky covered all departments within the Librarian's report.

MONTHLY STATISTICS

Attachment D shows the activities for the month of July. Books were up from last year; 13,697 in fiscal year 2016-2017 and 13,761 in fiscal year 2017-2018. eAudiobooks were also up; at 565. The library has been featuring the different equipment available for rental. We have put that information on the website, social media and the Take 5 Zone. In the Take 5 Zone, multiple staff members created a display featuring different equipment the library has available. Since then, the equipment statistics have gone up. Last fiscal year equipment was at 65 for July, this July we were at 163. Director Jarzemsky covered the rest of the report in detail. The Board inquired about the one video cassette we have on file, Director Jarzemsky explained its located in Youth Services and used for programming.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – Draft of CCTV Monitoring and Surveillance policy will be discussed later on the agenda.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky discussed the recent power outage at the Village Gazebo which affected the Library's power. The library has had four or five outages in the same location within the last couple of years. The paint proposal in the Youth Services area and CCTV proposal will be discussed later in the agenda.

LIAISON REPORTS

LINC – Carol Dawe, Executive Director of LINC provided Director Jarzemsky with a LINC/SWAN timeline. The library will be migrating from LINC to SWAN in spring of 2018.

VIII. REPORTS (Continued)

The library should ensure that we are prepared for the migration from LINC to SWAN, the leadership of LINC and SWAN shall create a timetable with outlined tasks to establish the responsibilities of all parties involved in the migration. Attachment E shows multiple upcoming meetings, which some library staff will attend including Director Jarzemsky and Christine Sporleder, Circulation/Technical Services Department Head and her staff.

FRIENDS OF THE LIBRARY – Trustee Contes shared that the Friends are gearing up for the Volunteer Fair at the library on August 19th, they will have a booth. They also will be volunteering at the last summer concert as they did for all concerts this summer. They recently volunteered at this year’s Ice Cream Social on August 3rd, where they handed out ice cream and had a Friends table. Trustee Contes shared she has come up with new “swag” which helps with branding the Friends. The Friends are also gearing up for the Fall Friends of the Library Book Sale. Recently the Friends donated CNC Milling machine for Teen programming and STEAM Little Bits Kits for Youth Services. Director Jarzemsky thanked the Friends for their generous donation to the library.

BIG – Director Jarzmeksy, Trustee Contes and Valenti attended the last BIG meeting hosted by the Chamber. The meeting’s location was changed last minute to the Village hall. Director Jarzemsky highlighted what was discussed at the meeting. School District 93 has a new STEM lab, located on the second floor in the six grade wing. This past summer, they also had a STEM summer camp. School District 15 improved their art programs. School District 13 has new playground equipment, a new enrollment program and in the future grades will change from a-f to a numeral system. They also decided against full day kindergarten. Lake Park turned on the solar energy system; 30 percent energy will come from the panels. Glenbard recorded high numbers of students in summer school, almost 40 percent. Most students enrolled in enrichment programs during the summer for credits.

IX. UNFINISHED BUSINESS

DIGITAL SIGN FOR VILLAGE COMPLEX

Attachment F explains the process for the digital sign for the Village Complex. The library contributions have purchased us one slide per day. Courtney Cosgriff, PR and Marketing Coordinator and Jamie Schingoethe, Business Office Manager will create the slides the library will feature on the Village sign. Sean Luster, Computer Services Department Head has helped with this process as well by installing the program and helping library and Village staff use the program.

APPROVAL OF HUMAN RESOURCES MANUAL REVISION PROJECT

Attached G is the approval of the Human Resources Manual Revision Project. James B. Griffin, JD of the Management Association will assist in drafting a review of the library employee handbook. The HR manual was last reviewed in 2006. The review will cost \$3,500.00 which will be invoiced after the first draft is submitted. The Board reviewed Attachment G, based on this review, the following motion was made: Trustee

IX. UNFINISHED BUSINESS (Continued)

Hoyle moved, and Trustee Schade seconded **the motion**, that the Board approve the Human Resources Manual Revision Project in the amount of \$3,500.00. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum Strutzel, Schade, Valenti and Contes NAYS: None. ABSENT: Trustee Clark.

X. NEW BUSINESS

APPROVAL OF ALARM/CCTV PROPOSAL

Metro Protection LLC drafted a proposal to the library regarding the CCTV/Alarm installation. The plan is to replace the old equipment with new and highly reliable devices. The system will allow library promoted users to access this from their smart phones. The total alarm system will cost \$2,583.00 with a monthly fee of \$36.00 and the video system will cost \$5,576.00. Many questions were raised, Director Jarzemsky answered all questions. The Board thoroughly reviewed Attachment L, based on this review, the following motion was made: Trustee Strutzel moved, and Trustee Rothbaum seconded **the motion**, that the Board approve the Alarm/CCTV Proposal. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum Strutzel, Schade, Valenti and Contes NAYS: None. ABSENT: Trustee Clark.

APPROVAL OF PAINT PLAN FOR LOWER LEVEL

Attachment J shows the plan for paint on the Lower Level; this includes staff areas, main Youth Services areas and Meeting Rooms. The paint was selected by Director Jarzemsky, Youth Services Department Head Lisa Palmer, Youth Services Assistant Department Head Katie Richert, Trustee Rothbaum and Tiffany Nash, Product Architecture + Design. The paint was chosen based off existing furniture and to match the carpet recently selected. The Board reviewed Attachment J, based on this review, the following motion was made: Trustee Contes moved, and Trustee Valenti seconded **the motion**, that the Board approve of the paint plan for the lower level. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum Strutzel, Schade, Valenti and Contes NAYS: None. ABSENT: Trustee Clark.

SELECTION OF PAINTER FOR LOWER LEVEL

Director Jarzemsky read a letter from Tiffany Nash; Product Architecture+ Design. This letter was to inform the Board of three quotes received for the library lower level painting project. The bids include painting the walls, door frames, and metal doors throughout the lower level. Tiffany Nash recommended Ascher Brothers which the library has previously worked with. The Board reviewed Attachment K, based on this review, the following motion was made: Trustee Contes moved, and Trustee Schade seconded **the motion**, that the Board approve of selection of Ascher Brothers for lower level in the amount of \$18,475.00. The motion carried by roll call vote: AYES: Trustees

X. NEW BUSINESS (Continued)

Hoyle, Rothbaum Strutzel, Schade, Valenti and Contes NAYS: None. ABSENT: Trustee Clark.

ILA CONFERENCE TRUSTEE DAY

Attachment L shows a schedule for ILA Trustee Day on October 12th. All Board members are invited to attend. Jamie Schingoethe will send a reminder email in the near future. If any Board members are interested in attending, Director Jarzemsky asks they email Jamie before the early bird deadline on September 11th.

XI. ANNOUNCEMENTS

In-Service Day- The In-Service Day agenda was presented. The Board is invited to attend. There will be a “Get to Know the Library Board” portion at 9:45 a.m. the day of the In-Service. The Board is asked to answer a few questions and read them aloud to the staff and board in attendance.

Volunteer Fair- The Volunteer Fair flyer was presented. The Friends will have a booth along with many other organizations including Humanitarian Services Project. The fair takes place at the library on August 19th, Kandy Jones and Katie Yager are working hard to put this event together.

Friends Book Sale- The Fall Book Sale flyer was presented. The Friends of the Library are already preparing for this sale. It takes places at the library in rooms A & B on September 23rd and 24th.

XII. ADJOURNMENT

Trustee Strutzel moved and Trustee Hoyle seconded the **motion** to adjourn the August 8, 2017 Library Board meeting at 9:19 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe