

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
March 14, 2018**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:33 p.m.

**II. ROLL CALL**

Upon roll call, the following Trustees were present: Milton Clark, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: Trustee Alexandria Contes.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

The agenda of the March Board Meeting were reviewed. Trustee Strutzel moved, and Trustee Valenti seconded **the motion**, that the agenda of the March 14, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the February Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Strutzel seconded **the motion**, that the minutes of the February 14, 2018 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 Valenti seconded **the motion**, that the Board approve the payment of bills for the month of March, 2018 in the amount of \$54,025.10 and the transfer of approximately \$270,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Strutzel, Clark and Schade. NAYS: None. ABSENT: Trustee Contes.

**Addition to Roll: Trustee Contes enters the meeting at 7:35 p.m.**

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of February. "Chef Maddox Presents: Brunch!" get your mid-day started off right by learning some great recipes as well as methods and techniques when breakfast and lunch fans come together. The program ranged from quiches to fruit salads to little sweets to enjoy with coffee; 33 patrons were attendance. "Spring Cleaning with Essential Oils", patrons learned how to clean their home with naturally and avoid harsh chemicals; 22 patrons in attendance. Cosley Zoo brought serval animals to the library for an educational program, 112 patrons attended. They had various animals such as a turtle, snake and hedgehog.

## **VII. REPORTS (Continued)**

Youth Services, Sue Drogos, retired after 28 ½ years of employment at BPL on February 28th. Nicole Swanberg, PR/Marketing Coordinator's last day was February 23<sup>rd</sup>. Dana Kraszczynski started on February 12<sup>th</sup> in Circulation/Technical Services. Adult Services 3D printer printed 30 patron prints; the total running time was 71 hours and 35 mins, payment of \$60.25. BPL goal is not to make money but to show patrons new features that are available to them. Youth Services Museum Adventure Pass Circulation for the month of February was 1 but this is the same yearly. In the summer months this number will increase greatly.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of February. Total Circulation was down by 3%, mainly due to DVD's and CD-ROM's. eAudiobooks are were significantly up, eMusic and eVideos were also up. Total Hoopla circulation was up as well, this service is pay as you go, we usually budget \$6-10,000 for this each year.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – Director Jarzemsky contacted the finance committee but they did not need to meet.

**BUILDING AND GROUNDS** – Will be discussed later on in the agenda.

### **LIAISON REPORTS**

**LINC** – Will be discussed later on in the agenda.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – The Friends are getting ready for the upcoming book sale on April 7/8<sup>th</sup>. They have a great committee this year, they are looking for people who can network and get the book sale information out to the public. Trustee Contes has been in contact with Kandy Jones, who works in Youth Services at the library.

**BIG** – The next meeting is on April 26<sup>th</sup> at District 93. Director Jarzemsky will attend. If anyone from the Board is interested in attending, he will ask at the next meeting.

## VIII. UNFINISHED BUSINESS

### APPROVAL OF AUDITING SERVICES

The library's auditing services contract with RSM has recently expired. BPL has used RSM for over 20 years now. State statute requires the library to have an annual audit performed by a licensed CPA firm. On January 23<sup>rd</sup>, the library and Village of Bloomingdale issued an RFP for auditing services. The RFP was sent to 11 auditing firms with experience in municipal/library audits. 8 firms submitted proposals to the library. Director Jarzemsky and Ginger Boskelly, Accountant, reviewed the submissions and checked references of the lowest bidder. The Board Finance subcommittee also reviewed the submission of the lowest bidder. Director Jarzemsky called Batavia Library and Bloomingdale Park District who currently use Lauterbach & Amen. Director Jarzemsky thanked Gary Szott and his staff at the Village of Bloomingdale for all their help with this process. The Board reviewed this attachment, Trustee Rothbaum moved and Trustee Hoyle seconded **the motion**, that the Board approve Lauterbach & Amen for auditing services in the amount of \$8,550. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Strutzel, Clark, Schade and Contes. NAYS: None. ABSENT: None.

## IX. NEW BUSINESS

### TENTATIVE DRAFT BUDGET

A tentative draft budget was provided to the Board. The 2018/2019 budget year figures were shown. He presented the operational budget, operational levy and appropriation. Also the statement of revenues, expenditures and changes in fund balances for 2016 & 2017. He also went over the fixed costs such as payroll, HMO, FICA and IMRF. Then the IMRF rates for 2017 and 2018. This is a tentative budget and a more detailed budget and discussion will take place at the April Board meeting. The budget is anticipated to be approved at the May meeting.

### DIRECTOR'S EVALUATION DOCUMENT

Director Jarzemsky distributed a tool that the Board can use to help with his evaluation. His goals from last fiscal year are shown in the document. Director Jarzemsky encourages the Board to come up with more goals for him. Trustee Rothbaum explained the process that was used in the past to come up with a rating and she will lead the evaluation in May. It was noted that staff will be reviewed in April as well.

### APPROVAL OF LINC DISSOLUTION

Attachment F shows the LINC dissolution process and plans. The Board reviewed Attachment F, Trustee Hoyle moved and Trustee Rothbaum seconded **the motion**, that the Board approve the LINC dissolution. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Strutzel, Clark, Schade and Contes. NAYS: None. ABSENT: None.

## **IX. NEW BUSINESS (Continued)**

### **SWAN/LINC UPDATE**

Attachment G shows updates about LINC and SWAN. LINC had their last meeting at BPL on March 9<sup>th</sup>. LINC provided a checklist of tasks they need to complete before May. Director Jarzemsky is the LINC Treasurer so he is helping with these tasks. BPL has already been advertising to patrons details on the migration to SWAN. We have a slide on our website and will have more brochures, flyers in the future for patrons. Christine Sporleder, Circulation & Technical Services Department Head, and her staff have been working hard to prepare for the merger to SWAN.

### **IMET UPDATE**

IMET next meeting is March 20<sup>th</sup>, Director Jarzemsky will attend. He invited the Board to attend as well. The attachment shows the story about the fraud and how it being resolved.

### **ELECTION POLLING PLACE**

Director Jarzemsky stated that the Library will be a polling place for the Consolidated General Election on March 20<sup>th</sup>. The DuPage County Election Commission will drop off the necessary equipment which Kelly Cusack, Maintenance Supervisor will set up; he arrives at 5 a.m. that day to prepare.

### **STATEMENT OF ECONOMIC INTEREST**

Attachment J is a reminder to fill out the Statement of Economic Interest; The Board should have received an email from the DuPage County Clerk's office. You must complete your statement by May 1, 2018 or the library could pay a fine.

### **APPROVAL OF YS REFRESH**

One institutional goal for the 2017/2018 fiscal year was to work with our Interior Architect, Tiffany Nash, to refresh the Youth Services area. This will be a first phase in a multi-year phased renovation to the Youth Services area. We have \$26,000 earmarked for this project in our building fund. During February and March, Director Jarzemsky, Board President Bonni Rothbaum, Lisa Palmer, Head of YS had multiple meetings to plan for the Youth Services refresh. The goals of this project is to focus on creating an environment that is more inviting and attractive to very young patrons and their families, while also addressing the replacement of old and worn furniture. Tiffany Nash worked with multiple library furniture companies, ensuring that we have the lowest prices items that will ship before the fiscal year ends. The Board reviewed Attachment K, Trustee Contes moved and Trustee Valenti seconded **the motion**, that the Board approve the YS Refresh in the amount of \$26,000. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Strutzel, Clark, Schade and Contes. NAYS: None. ABSENT: None.

**IX. NEW BUSINESS (Continued)**

**VFW DONATIONS**

BPL patrons and staff helped collect donations for Veterans. They were looking for home essentials like soaps, paper towels, etc. We collected for the month of February 2018. VFW picked up the donations on Thursday, March 1st. BPL staff assisted with bringing donations to their vehicles. BPL donated around 22 containers total. BPL participates in this donation drive every year, along with the Village and Park District.

**X. ANNOUNCEMENTS**

**XI. ADJOURNMENT**

Trustee Clark moved and Trustee Hoyle seconded **the motion** to adjourn the March 14, 2018 Library Board meeting at 8:56 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Minutes recorded by Jamie Schingoethe