

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
July 11, 2018**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:32 p.m.

**II. ROLL CALL**

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

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

The agenda of the July Board Meeting were reviewed. Trustee Clark moved, and Trustee Valenti seconded **the motion**, that the agenda of the July 11, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the June Board Meeting were reviewed. Trustee Clark moved, and Trustee Contes seconded **the motion**, that the minutes of the June 13, 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 Contes moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of July, 2018 in the amount of \$134,043.24 and the transfer of approximately \$300,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Clark, Strutzel and Contes. NAYS: None. ABSENT: Trustees Schade.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of June. He highlighted the following programs "Al Capone & the 1993 World's Fair: The End of the Gangster Era in Chicago", "Miniature Therapy Horse Visit" and "Magical Balloon Dude". "Al Capone & the 1993 World's Fair: The End of the Gangster Era in Chicago" is a historical look at Chicago during the darkest says of the Great Depression. This was presented by local author William Hazelgrove and there were 35 patrons in attendance. "Miniature Therapy Horse Visit" was presented by Katie Yager, Teen Librarian and Heidi Knuth, Youth Services Librarian; Mane in Heaven Miniature Therapy Horses came to the library with horses named Winnie and Hope so patrons of all ages could meet, pet, hug and take pictures with them. There were 111 patrons in attendance. "Magical Balloon Dude", Dale

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

Obrochta, brought his comedy and balloon twist art to the library for a fun interactive show, there were 109 patrons in attendance. Scott Jones last day was June 29<sup>th</sup>; he worked in Youth Services as a part-time librarian. Scott started on October 2017 and will be missed. Rachel Petkewicz and Rachel White started on June 7<sup>th</sup> as clerks in the Circulation and Technical Services department. Emily Glimco, PR/Marketing Coordinator worked with Kristina Giovanni, Adult Services programmer, to update the Program Surveys to reflect BPL branding and ask more in-depth questions. Emily Glimco will track the responses and share in the future. Most of June was spent working on the August/ September issue of the Almanac, the Volunteer Fair graphics package, and the Library Card Sign Up Month campaign (Grow With Us: Get a Library Card!). Emily Glimco also updated some of the building signage with more positive language. On June 5<sup>th</sup>, Computer Services attended the Farmers Market on behalf of BPL. They spoke to 22 patrons, who showed strong interest in our summer concert series and asked questions about our circulation policies. We had to move the June Summer concert featuring the Wave Runners inside due to the rain, 88 patrons attended and had a blast. Thank you to all the BPL staff who helped before, during, and after the concert. Thank you to the Friends of the Library for volunteering at the concert as well. Circulation was down by 11% from June 2017; details will be covered later in the agenda under Attachment D. Computer classes program attendance was at 59 for the month, and the computer classes continue to be popular. Adult Services reference transactions were at 2,931 for the month. The Group Study Room usage was at 167 hours and 111 patrons used the room. Kandy Jones attended the retirement reception for Peggy Schuldt. Peggy Schuldt was the librarian at DuJarin School. Kandy Jones met with the Character Counts president, Deyana Matt, to prepare materials to support the Junior Pillar Award program for school age children.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of June. Total Circulation was down by 11%; FY 17-18 was at 25,832, and this FY is at 22,980. eBook was up at 178 and eVideos was up at 117. Total Library Holdings were up at 253,430. Total Hoopla Holdings is a growing collection; the current numbers are up at 604,731. Patron cardholder numbers are slightly down at 14,420. New cards issued were up at 130 and library card renewals are down. This is due to the library starting the auto-renewal of patrons library cards in 2015 and increasing library card renewals from 3 to 4 years. Right now, user renewal is in a gap between the old and renewal timeframe and will appear reduced for the remainder of 2018. Library visits, for the month are up at 18,904. Adult program attendance was up at 445 and juvenile program attendance was slightly down at 1,093.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

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

**BUILDING AND GROUNDS** – The library will be replacing the brown parking sign to the right of the building when you enter off of Fairfield. The Village is replacing their Police sign and the Library will use the same company, install at the same time, and match what the Police are doing style-wise. The Board discussed various wording options for the sign. There will be a roof update later in the report.

### **LIAISON REPORTS**

**LINC** – There was no meeting in June, there should be a meeting coming soon.

**VILLAGE** – Trustee Strutzel gave a brief Village update. Wolfden Brewery will have a soft opening at the end of July.

**FRIENDS OF THE LIBRARY** – The Friends had a recent fundraiser at Chipotle, they raised \$132.50. The Friends plan to do more fundraisers in the future. The Friends also plan to volunteer at the upcoming Ice Cream Social. Their next meeting is on July 25<sup>th</sup>.

**BIG** – The next BIG meeting is at the Fire District on July 26<sup>th</sup>. Jamie Schingoethe will send an email requesting attendance from the Board.

## **VIII. UNFINISHED BUSINESS**

### **ROOF PROJECT UPDATE**

The Library's roof is currently under construction. A-1 Roofing contractors has been working on the project since mid-May. The roof has three material types including asphalt shingles, metal roofing, and a built-up roof. As of July 9<sup>th</sup>, the asphalt shingles are completely installed, the metal roofing is substantially installed with trim work and the small area in the front of the library left to complete. The flat roof still needs to have the cold rolled Garland product applied. Additionally, the contractor indicated the second smoke stack should be replaced along with the one that was identified by the architects. The cost for the second smoke stack will be less than \$14,000 and in well within our \$40,000 contingency budget. DLA architects investigated the request for replacement of the second smoke stack and they agree with the contractor and felt the price was reasonable. We have experienced a number of leaks though the project; each time, the contractor has worked to find the sources of the leaks. They will repair all damages caused to the structure or library materials damaged by the leaks. We also have a 10% retainage which is held back until we are full satisfied the job is done. The original contract calls for all work to be done and all punch list items to be addressed by July 31<sup>st</sup>. It is recommended that the Library Director authorize our Architect DLA to contact the contractor to ensure that the job is indeed completed on time.

## **IX. NEW BUSINESS**

### **ILA CONFERENCE- OCT 9-11, 2018 PEORIA CIVIC CENTER**

Director Jarzemsky invited the Board to attend the ILA Conference at the Peoria Civic Center for Trustee Day on Thursday, October 11<sup>th</sup>. He will ask again at the August Board meeting and Jamie Schingoethe will send an email requesting who can attend.

### **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.

### **CHECK FRAUD**

The library's current landscaping contractor is Pine Landscaping. The vendor did not receive the checks that we sent in May and June. We became aware on June 30<sup>th</sup> that the checks were washed and cashed fraudulently. On June 30<sup>th</sup>, Bonni Rothbaum, Board President and Ginger Boskelly, Accountant went to Chase Bank to begin the investigation into the check fraud. We had to fill out a number of forms declaring the washed checks as unauthorized altered items. Additionally, we filled out a report with the Bloomingdale Police. There were two other attempts to cash fraudulent checks on 6/28/18; both attempts were stopped by Chase's anti-fraud processes. We have had all monies returned to our account and we will make Pine Landscaping pick-up their checks in person in July. Pine Landscaping has indicated to us that a crime ring in the unincorporated Naperville area stole their mail and that they have since put in a locking mailbox. It is recommended that the Library work with Chase to establish a number of high-level fraud protection features for our account. These include Positive Pay and Debit Block; these are feature that will prevent unauthorized checks from being cashed and any unauthorized ACH debits being accepted. Director Jarzemsky will be following up with the Board once we have these features established. He thanked Ginger Boskelly and Bonni Rothbuam for their time on June 30<sup>th</sup> and hard work to resolve this issue.

### **THANK YOU EMAIL FROM CHRISTINE WINGER**

Representative Christine Winger thanked Director Jarzemsky, Jamie Schingoethe, and Winnie Wee, for helping and holding the space for their recent Property Tax meeting. Their letter read: "I want to extend my sincere thanks to the Bloomingdale Library for holding my recent Property Tax Seminar, and for always providing the highest level of professionalism and accommodations. This event ran very smoothly, thanks to your help. It's reassuring to know that we can count on the Bloomingdale Library to continually offer excellent accommodations for our office events and meetings. Thank you again for your partnership with us."

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

### **STAFF IN-SERVICE SCHEDULE**

The Staff In-Service is scheduled for Friday, September 14<sup>th</sup>. The Board is invited to attend. The attachment shows a breakdown of what is planned thus far.

## **X. EXECUTIVE SESSION**

### **SEMI- ANNUAL REVIEW OF CLOSED SESSION MINUTES**

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 8:43 p.m., Trustee Hoyle moved, and Trustee Strutzel **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.

### **APPROVAL OF MINUTES OF EXECUTIVE SESSION**

Trustee Contes moved and Trustee Clark seconded **the motion** that the minutes of the Executive Session of August 8, 2016 be approved and released. The motion carried by roll call vote. AYES: Trustees Clark, Contes, Hoyle, Strutzel, Valenti and Rothbaum. NAYS: None. ABSENT: Trustee Schade.

### **DESTRUCTION OF VERBATIM RECORD**

Trustee Hoyle moved and Trustee Contes seconded **the motion** that the verbatim recording of the Executive Session of August 8, 2016 be destroyed. The motion carried by roll call vote. AYES: Trustees Clark, Contes, Hoyle, Valenti, Strutzel and Rothbaum. NAYS: None. ABSENT: Trustee Schade.

**XI. ANNOUNCEMENTS**

**LEROY GAERTNER FUNERAL ARRANGEMENTS**

Attachment K is an obituary for LeRoy Gaertner, past Library Board member. Lee was on the Library Board for almost 15 years. He served as a Board member from 1999-2003 and again from 2004-2015. Lee was a staff sergeant in the US Army during WWII and he graduated from DePaul University on the GI Bill. Lee worked for the American Library Association. The Board expressed their condolences to the family. Lee sat in the same seat at every Board meeting; to honor Lee, his seat was decorated with photos at different library special events, staff functions, and Board meetings. Lee will be greatly missed. In lieu of flowers, the family requested donations to be sent to the library instead.

**XII. ADJOURNMENT**

Trustee Contes moved and Trustee Valenti seconded **the motion** to adjourn the July 11, 2018 Library Board meeting at 8:48 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe