

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
August 8, 2018**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:37 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present: Alexandria Contes, Milton Clark, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Matt Beran, Auditor from Lauterbach & Amen, LLP. Absent: None.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

The agenda of the August Board Meeting were reviewed. Trustee Rothbaum moved, and Trustee Clark seconded **the motion**, that the agenda of the August 8, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the July Board Meeting were reviewed. Trustee Contes moved, and Trustee Strutzel seconded **the motion**, that the minutes of the July 11, 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 August, 2018 in the amount of \$73,535.62 and the transfer of approximately \$200,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Valenti, Clark, Strutzel, Rothbaum and Contes. NAYS: None. ABSENT: None.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of July. John Lynn presented "America: Coast to Coast", and discussed his 4,000-mile hiking, biking, and canoeing adventure across fifteen states. There were 42 patrons attended for this program. Another highlighted program, "Castles and Lochs of Scotland", featured an armchair tour of central Scotland to see its intriguing cities, regal castles, untamed highlands, and spectacular lochs and glens. There were 70 patrons in attendance. "Pocket Circus" brought their two person circus to the library with magic and circus feats. Patron attendance for this program was at 77. On July 11th, Youth Services visited Goddard School, they read stories and sang songs about parades, and the children got a take-home

VII. REPORTS (Continued)

coloring sheet with Library information and extension activities/reading suggestions, 80 kids were in attendance. In addition to standard promotional duties, in July, Emily Glimco, PR/Marketing Coordinator ran four user interview sessions and spoke to 24 people in total. Patrons were asked how often they visit the library, what normally brings them into the library, how they find out about library events, and if they had any additional feedback. A full report is forthcoming, but overall the interview results were very positive: computer usage and coming for books and movies were among the top reasons patrons use the library. Very few patrons provided any negative feedback, many visit BPL once a week, and they see our promotional efforts in a variety of print and digital outlets. On July 13th, we had our second concert of the summer featuring the band Bagshot Row. We had 101 patrons in attendance. Jamie Schingoethe, Business Office Assistant Department Head, thanked the VOB staff, BPL staff and the Friends of the Library for all their hard work. Adult Summer Reading Program had 320 adults registered for the 2018 summer reading program. All registrants received a summer reading t-shirt at registration and could earn a clear vinyl library bookbag after logging in 5 books. Every titled logged was entered into the final prize drawing; if a patron read a book from the "Reading by Design" display, it was an extra entry into the final drawing. The Teen Summer Reading Program had 109 teens registered for the teen summer reading program. They logged titles read in 300 minute increments and earned small incentives after reading for 300, 600, and 900 minutes. Youth Services registered 705 children, children who completed the program were 303, total hours read are 6,286. When any child participates from District 13, the principal mentions their name at school for completing or participating in the program. "Incomplete animals" presented by Katie Richert, Youth Services Assistant Department Head. Children used common household items to complete half of an animal picture. There were 2 of these programs, with 12 patrons total in attendance.

MONTHLY STATISTICS

Attachment D shows the activities for the month of July. Circulation was down by 14%, at 21,186 and last FY was at 24,758 for the month of July. The total book statistics were at 255,355 for this FY and 241,454 for last FY. eBooks were up from last FY at 93,453 and visits were up at 16,143. The Adult program attendance was up at 404, juvenile program attendance was up at 1,260 and community groups were up at 10 for the month of July.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – The roof replacement is essentially done; Director Jarzemsky and the Architect are now working with the contractor on a few final punch list items. Director Jarzemsky thanked Maintenance Supervisor Cusack for coordinating all

VII. REPORTS (Continued)

aspects of this project. We will receive final pay requests and warrant documents from the contractor in the next few weeks. We also will continue to have the roof inspected on an annual basis.

LIAISON REPORTS

LINC – LINC is their final stages, the next meeting will be in November. This meeting will resolve any check distribution issues.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The Friends just had their Q3 meeting last week. They have a few new members. Recently, they helped at the summer concerts and Ice Cream Social. They will be at the Volunteer Fair and are preparing for the upcoming Fall Friends Book Sale in September.

BIG – The last BIG meeting was on July 26th at the Fire Protection District. Trustee Schade and Director Jarzemsky were in attendance. The Fire District provided fire extinguisher training to everyone in attendance. The Bloomingdale Chamber is preparing for their upcoming event, 50 Men Who Cook and Divas Who Dish. College of DuPage is preparing for their upcoming 5k. District 93 will have a new stem lab this fall; they are also working on improving safety. All schools in District 93 will have updated or remodeled front entrances to reflect their new safety measures. Lake Park High School is working on their safety and security of both campuses. They have police and a safety coordinator on duty at the schools. They just got a new CCTV system to cover the inside and outside of the schools. They are also dealing with resident district issues. AP tests were an all-time high for people who took the test and for their scores. Bloomingdale Township discussed their new Mental Health Board; the Library will partner with them and provide meeting room space. Glenbard had over 1,000 under represented students take an AP test, a great achievement for the school and students. They will issue iPads to all students and they have a program where students can partner with scientists from MIT and Argon Labs to create projects. DuPage County is working with Darleen Rossiti to help at-risk children. The Village of Bloomingdale reported that Dunkin Donuts will start construction soon, Wolfden will open soon, and Golden Corral will be coming soon to Bloomingdale. El Centro is now open and Portillo's will soon expand their parking lot. Nino's Pasta is now open. Bloomingdale Park District is currently under renovations.

VIII. UNFINISHED BUSINESS

ILA CONFERENCE: OCTOBER 9th-11th PEORIA- TRUSTEE DAY IS ON 10/11/18

Director Jarzemsky invited the Board to attend the Illinois Library Association conference in Peoria. He will ask again at the September Board meeting.

IX. NEW BUSINESS

APPROVAL OF FY 2017/18 AUDIT

Director Jarzemsky introduced Matt Beran from Lauterbach & Amen, LLP and gave background on the audit process. Mr. Beran thanked the Board for letting him attend the Board meeting to give a report of the Audit. He thanked Director Jarzemsky and Ginger Boskelly, Accountant, for their hard work during this process. He then distributed an Audit report and management letter. The process began in April with a pre-meeting about the upcoming Audit with Director Jarzemsky and Ginger Boskelly; the preliminary work started in May and the Audit took place in June. Mr. Beran stated the Library met accounting standards and received a unmodified opinion, which is the highest rate you can receive on an Audit. He then went over the Audit report which covered; the summary of all funds, assets, net position, financial statement, balance sheet and total fund balance. He covered the EAV, tax rate, tax extensions and tax collection. The Management letter was then discussed; this letter has additional information that does not appear in the Audit report. It shows current recommendation and prior recommendations, since this is our first Audit with the firm. There are no prior recommendations listed. The Board thoroughly reviewed the audit report and management letter and based on this review, the following motion was made: Trustee Rothbaum moved, and Trustee Valenti seconded **the motion**, that the Board approve the FY2-17/18 Audit as presented. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Valenti, Clark, Strutzel, Rothbaum and Contes. NAYS: None. ABSENT: None.

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

APPROVE OCTOBER BOARD MEETING DATE CHANGE TO OCTOBER 17TH

The Illinois Library Association conference and our regular scheduled Library Board meeting fall onto the same date this year, due to location and the date issue, Trustee Hoyle moved, Trustee Clark seconded **the motion**, that the Board approve the October Board meeting date change to October 17th instead of October 10th. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Valenti, Clark, Strutzel, Rothbaum and Contes. NAYS: None. ABSENT: None.

TRUSTEE VACANCY IN SEPTEMBER

Trustee Clark submitted his letter of resignation. Director Jarzemsky thanked Trustee Clark for his 15 years of service. Trustee Clark is moving out of Bloomingdale. This will be his last Board meeting. He will be greatly missed as a Board member. More details about the vacancy will be discussed at the September Board meeting.

BOILER LEAK

Kelly Cusack, Maintenance Supervisor, provided information about the boiler leak. Boiler number 1 that was installed in 1982 has a small crack somewhere in the water chamber, causing water to leak out on to the floor and drip down into the computer lab. Kelly Cusack

IX. NEW BUSINESS (Continued)

and Director Jarzemsky met with Dave Yost from General Mechanical to discuss options. We have two boilers; they were installed in 1982 and 1996. The boilers are deployed in a rotating basis to heat the building; however, one boiler can effectively heat the entire building. We have an annual maintenance contract on all our HVAC equipment, and we have a water treatment protocol that helps extend the life of the boilers. The older 1982 boiler has a leak that was discovered this summer. Upon investigation, our HVAC contractor indicated that the leak is not quickly fixed and that repair costs would not be economically feasible on a 36-year-old boiler. Boiler replacement is included in our long-range capital replacement schedule, so this is something we have anticipated. We have multiple boilers to ensure heat availability if one fails. With the failure of the older boiler, we are down to just one. While this is not an ideal situation, it is not an emergency, as we will have the 1996 boiler inspected/maintained for the upcoming heating season. We can use the spare parts from the 1982 boiler if something fails. It is the recommendation of the Library Director that we begin working with DLA Architects on a plan to replace both boilers. This project will be well over the \$25,000 public bid requirement, so we will engage DLA for boiler design, bid documents, bid review, and project management. Installation in the summer of 2019 is optimal. DLA will provide us with an estimate on project costs for our FY 2019/2020 building fund plans.

APPROVAL OF LIBRARY PARKING LOT SIGN

The Board reviewed Attachment F, Trustee Contes moved, Trustee Hoyle seconded **the motion**, that the Board approve the new library parking lot sign in the amount of \$4,900.00. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Valenti, Clark, Strutzel, Rothbaum and Contes. NAYS: None. ABSENT: None. The Board wanted to make sure that the company removing the sign removes all of the metal post so that the post does not affect the nature or future sign.

STORYBOOK TRAIL- CIRCLE PARK

Attachment G shows the updates Storybook Trail at Circle Park. These displays were purchased by the Library and Bloomingdale Park District. Youth Services Lisa Palmer and her staff, along with Emily Glimco, PR/ Marketing Coordinator, have been working hard to create and update the signs pictured in the attachment.

XI. ANNOUNCEMENTS

The family of past Board member Lee Gaertner sent Director Jarzemsky a thank you card for the flowers sent to Lee's memorial service. In the thank you card, Lee's family thanked the Board for their support.

XII. ADJOURNMENT

Trustee Clark moved and Trustee Hoyle seconded **the motion** to adjourn the August 8, 2018 Library Board meeting at 8:58 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe