

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
March 13, 2019**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7: 31 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. Absent: Trustees Alexandria Contes and Jeremy Heitkam.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

The agenda of the March Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the agenda of the March 13, 2019 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 Valenti seconded **the motion**, that the minutes of the February 13, 2019 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 Rothbaum seconded **the motion**, that the Board approve the payment of bills for the month of March, 2019 in the amount of \$54,690.22 and the transfer of approximately \$218,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Stutzel, Schade and Contes. NAYS: None. ABSENT: Trustee Heitkam.

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

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of February. February was the first meeting of a book discussion group for residents of Alden Gardens that is led by Soon Har Tan. Soon Har will lead this book discussion, called "Chapter One Book Club", on a quarterly basis at Alden Gardens. 17 residents participated in the first discussion. On February 19th, Rick Graffagna of Senior Solutions, taught patrons "Senior Housing 101". Patrons learned about different options when it comes to senior housing: types of senior housing, things to consider when looking, funding for senior

VII. REPORTS (Continued)

housing, and how to find senior properties. 14 patrons were in attendance. On February 18th, families enjoyed the day off school with entertainment by juggler Andy Head of the “Wonderful Wacky Andy Head”. 47 patrons were in attendance. Beth Dover started on February 4th in the Business Office as the new PR/Marketing Coordinator. Director Jarzemsky complimented Beth on everything she has completed in such a short time of being employed and looks forward to what to come from her. Adding photos of staff next to new hire, staff updates, and staff anniversaries was a feature added a few months ago. The “Love Our Veterans” Collection ran through the month of February with Jamie Schingoethe, Business Office Assistant Department Head starting the drive and Beth took over once in place. The library collected 41 cubic feet of donations (for lack of a better way to measure), ranging from small hand soaps to laundry baskets, toiletries, cleaning supplies, towels and kitchen utensils. Pictures were included with the report. Total circulation for the month of February was 18,176. The total number of registered Bloomingdale Library cardholders for February was 12,956. Attendance of the Computer Services classes was highlighted, totally 24 patron attended four classes. The theme for the adult and teen 2019 winter reading program was “Hibernate with a Good Book.” The winter reading program combines both adults and teens in the same program. The total number of registrants was 79 with 429 titles logged. The program also included a reading challenge for patrons to read books in different genres and different subjects. A total of 169 challenges were submitted. The program ran from December 17th to February 8th. The Northern Illinois Lego Train Club was here on February 23rd and 24th; this exhibition drew a crowd of all ages as the BPL meeting room was transformed into a Lego City with amazing designs. 828 patrons were in attendance.

MONTHLY STATISTICS

Attachment D shows the activities for the month of February. Total circulation was at 18,176. eMagazines (Zinio), eBooks, playaways, eAudiobooks, compact disc, eMusic and interlibrary loans were up for the month.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – The handicapped lift is currently out of order. Director Jarzemsky and Kelly Cusack, Maintenance Supervisor, are working on options to repair or replace. More updates on the handicapped lift will be available in the future.

VII. REPORTS (Continued)

LIAISON REPORTS

SWAN – There was a SWAN meeting in March. Once they release the minutes, Director Jarzemsky will provide them to the Board, hopefully by the next Board meeting in April.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The update book sale is fast approaching on March 23/24. The Friends are now on LinkedIn and Amazon Smile. The Chipotle fundraiser had an 8% increase since last year's event. Trustee Valenti thanked everyone who attended. She is working on future fundraisers. The Friends will be the artist of the month in October of 2019 and 2020. The artwork feature will be painted at a previous event at Bottle and Bogetta.

BIG – The next BIG meeting is in April, Director Jarzmeksy will invite the Board to attend at the April Board meeting.

VIII. UNFINISHED BUSINESS

APPROVAL OF NEW TELEPHONE SYSTEM

An update about the new phone system was given, finishing the conversation from last month. Quotes were submitted by two trusted vendors: Call One and Sound Inc. BPL staff made sure that the vendors were offering systems with similar features and terms. Based on the prices listed and upon both Director Jarzemsky's review and the recommendation of Sean Luster, Head of Computer Services, it is our recommendation to award the 36-month Hosted phone system contact to Sound Inc. Upon the recommendation, Trustee Hoyle moved and Trustee Contes seconded **the motion** to approve Sound Inc/Access One for the new phone system. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Stutzel, Schade and Contes. NAYS: None. ABSENT: Trustee Heitkam.

IX. NEW BUSINESS

ANNUAL STATEMENT OF PROPERTY TAX PAYMENTS

Director Jarzemsky provided the Board with the letter from Gwen Henry, DuPage County Treasurer, which shows the annual statement of 2017 Real Estate Tax collected for and distributed to the Library.

ILLINOIS METROPOLITAN INVESTMENT FUND

IMET's next meeting is March 19th Director Jarzemsky will attend. He invited the Board to attend as well.

IX. NEW BUSINESS (Continued)

STATEMENTS OF ECONOMIC INTERESTS

Attachment H 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, 2019 or the library could pay a fine.

CHAMBER STATE OF THE VILLAGE LUNCHEON

Attachment I is an invitation for the upcoming State of the Village Luncheon. Director Jarzemsky will attend. He invited the Board as well. Jamie will email the Board in April.

CHAMBER OF COMMERCE-OVERALL BEST OF BLOOMINGDALE AWARD

BPL is pleased to announce we won the Overall Best of Bloomingdale award. We did not win the non-profit category; The Bloomingdale Lions Club won for that category. Director Jarzemsky, the Board, and Beth were in attendance. Director Jarzemsky and President Rothbaum accepted the award. Director Jarzemsky has surprises in store for the staff in the near future.

ELECTION POLLING PLACE

Director Jarzemsky stated that the Library will be a polling place on April 2nd. The DuPage County Election Commission will drop off the necessary equipment which Kelly will set up; he arrives at 5 a.m. that day to prepare.

TENTATIVE DRAFT BUDGET

A tentative draft budget was provided to the Board. The 2019/2020 budget year figures were shown. 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. Trustee Hoyle will prepare the document and input information from the rest of the Trustees. It was noted that staff will be reviewed in April as well.

X. ANNOUNCEMENTS

XIV. ADJOURNMENT

Trustee Rothbaum moved and Trustee Valenti seconded **the motion** to adjourn the March 13, 2019 Library Board meeting at 9:04 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe