

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
April 10, 2019**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:48 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present: Alexandria Contes, Jeremy Heitkam, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: None.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

The April Board Meeting Agenda was reviewed. Trustee Hoyle moved, and Trustee Contes seconded **the motion**, that the agenda of the April 10, 2019 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the March Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the minutes of the March 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 Contes moved and Trustee Strutzel seconded **the motion**, that the Board approve the payment of bills for the month of April, 2019 in the amount of \$104,444.91 and the transfer of approximately \$263,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Strutzel, Rothbaum, Contes, Heitkam, Schade. NAYS: None. ABSENT: None.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of March. 44 patrons attended "Chef Maddox Presents: Mardi Gras!" on March 4th. Patrons enjoyed an evening traveling through the culinary world of Cajun / New Orleans cuisine. The recipes range from gumbo, red beans & rice and cajun corn pudding, to a great dessert. Attendees learned the recipes as well as some methods & techniques in preparing them. 38 patrons attended "Coco Chanel" on March 25th. History's most influential designer returns in a spirited historical portrayal. Through this performance, "Coco" shares the story of her rise to fame, her fashion theories and innovations, and the creation of her most famous fragrance; *Chanel No. 5*. 100 patrons attended "Sponge Painting Soiree" on March 26th. Sponge painting program for all ages brought in quite a crowd! Children were able to

VII. REPORTS (Continued)

create and be messy with paints. Museum Adventure Passes will start to circulate more in the upcoming summer months. Kandy Jones, School Liaison, had a busy month visiting a number of schools and preparing for Celebrate Reading.

MONTHLY STATISTICS

Attachment D shows the activities for the month of March. Total Circulation was slightly down at 20,674. eMagazines (Zinio), eAudiobooks, eVideos, Learning Games (games, puzzles, kits), and Interlibrary Loan were all up this month. Total Library Holdings were also up at 261,837.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – No attachment was provided; Director Jarzemsky gave a brief update. Two trees will be installed on library grounds as memorials for Anna Wilmes, an employee who passed away in 2018; and Lee Gaertner, a Library Trustee, who passed away in 2018. There will be a brief ceremony service. The tree will be accompanied by a bronze plaque. Kelly Cusack will be the point person on the project to ensure the trees are installed properly. Director Jarzemsky will send future emails with updates on the trees and service.

LIAISON REPORTS

SWAN – Attachment E shows the agenda from the March SWAN meeting. The FY20 budget and fee schedule were the main topics of discussion.

VILLAGE – Trustee Valenti gave a verbal report. She shared that the report is now public and published on the Village's Facebook page.

FRIENDS OF THE LIBRARY – The Friends Book Sale was a great success. Total sales were at \$1,835 with 102 volunteer hours. Trustee Valenti thanked the library staff for all their help. A new service started after the book sale to donate old books not sold during the sale. The Little Library window broke; it has since been repaired. The Friends will have their next meeting on April 24th.

BIG – The next BIG meeting is on April 25th. We will discuss it further down in the agenda.

VIII. UNFINISHED BUSINESS

FISCAL YEAR 2019/2020 BUDGET REVIEW

Director Jarzemsky presented a proposed draft budget tonight with approval scheduled for May's Board meeting. Staff reviewed the proposed budget and last year's budget items were used as a base line for each line item. Director Jarzemsky discussed the general fund line items, levy statistics and projections. The levy is the cash amount the Library collects from property taxes from property owners each year. Director Jarzemsky asked the Board to prepare approval of a levy amount at the May's Board meeting. The grand total was up by approximately 1.27% however that number may change after all the final numbers are in and reviewed.

IX. NEW BUSINESS

RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FY2019/2020

President Rothbaum presented Resolution No. 2018/2019-4 entitled "Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois."

Trustee Valenti moved and Trustee Hoyle seconded **the motion** that said resolution as presented be adopted. After a full discussion thereof, President Rothbaum directed that the roll be called for a vote upon the motion to adopt said resolution. Upon the roll being called, the following Trustees voted AYE: Trustees Hoyle, Valenti, Strutzel, Rothbaum, Contes, Heitkam and Schade. The following Trustees voted NAY: None. Absent: None.

Whereupon President Rothbaum declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois, which was done.

INVESTMENT OF PUBLIC FUNDS (JAN-MARCH)

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 and the location of the invested money and the market value. The last page of Attachment H shows a picture of how our investments are performing.

FY 2019 PER CAPITA GRANT

Bloomingdale Public Library was awarded a FY 2019 Illinois Public Library Per Capita Grant in the amount of \$27,522.50. Director Jarzemsky mentioned that this award letter is simply letting us know what the grant amount will be. The actual check has not been received.

REVIEW OF BOARD OFFICERS

An election of new officers is scheduled for the May Board meeting.

2020 IMRF RATE

Attachment K is a preliminary notice of IMRF contribution rate for calendar year 2020. The rate in 2019 was 11.27% and the rate for 2020 is 13.05%.

2018 EQUALIZED ASSESSED VALUATION

Director Jarzemsky reviewed Attachment L, a letter from DuPage County regarding 2018 tax year. The Library has no control over property values in the Village. The new valuation was \$905,772, 670. This represents a 5.34% increase from last year.

B.I.G NOON LUCHEON

Trustee Heitkam, Trustee Schade and Director Jarzemsky will attend the upcoming BIG meeting. Jamie Schingoethe, Business Office Assistant Department Head will register them.

THE KARA FOUNDATION LETTER

Attachment N is a letter to Patrick DeMoon thanking him for his generous donation of \$1,000 to the library. The Kara Foundation donation will be used to purchase a Finch Robot, a Sphero, Sphero Droids, and digital microscopes. This would allow more in-depth use of library services that are compatible current devices the library has.

NON-RESIDENT LIBRARY CARD PROGRAM

Attachment O was presented, Director Jarzemsky explained the Non-Resident Card Program to the Board. If you do not live within the boundaries of the Village of Bloomingdale or in another library district, you are considered a non-resident. A library card can be purchased for one year only. The homeowner non-resident library card fee is based on the Library's tax rate of .3256 multiplied by the assessed valuation of the property divided by \$100.00. Approximately 5 non-resident cards are purchased per year. There are two non-residential areas near our Library boundaries which are Medinah and Mallard Lakes Estates. Trustee Hoyle moved and Trustee Contes seconded **the motion**, that the Board approve the 2018/2019 non-resident public library card fee program as presented. The motion carried by roll call vote. AYES: Trustees Hoyle, Valenti, Strutzel, Rothbaum, Contes, Heitkam, Schade. NAYS: None. ABSENT: None.

X. EXECUTIVE SESSION- DIRECTOR'S REVIEW

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal

X. EXECUTIVE SESSION- DIRECTOR’S REVIEW (Continued)

of specific employees of the public body; 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 8:46 p.m. Trustee Hoyle moved, and Trustee Rothbaum seconded **the motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; 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. AYES: Trustees Valenti, Schade, Heitkam, Hoyle, Strutzel, and Rothbaum. NAYS: None. ABSENT: None

XI. DIRECTOR’S SALARY FY 2019/2020

Trustee Contes moved and Trustee Strutzel seconded **the motion** that the FY 2019/2020 salary for the Library Director, as recommended in executive session be approved. The motion carried by roll call vote: AYES: Trustees Valenti, Schade, Heitkam, Hoyle, Strutzel, and Rothbaum. NAYS: None. ABSENT: None

XII. ANNOUNCEMENTS

State of the Village Luncheon- Reminder about this event, please let Jamie know if you wish to attend.

XIII. ADJOURNMENT

Trustee Strutzel moved and Trustee Contes seconded **the motion** to adjourn the April 10, 2019 Library Board meeting at 10:58 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe