

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JUNE 12, 2019**

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: Alexandria Contes, Lauren Dixon, Jeremy Heitkam, Benjamin Hoyle and Bonni Rothbaum. Also Present: Director Timothy Jarzemsky. Absent: Trustees Sharon Schade and Natalie Valenti.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

The June Board Meeting Agenda was reviewed. Trustee Hoyle moved, and Trustee Heitkam seconded **the motion**, that the agenda of the June 12, 2019 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the May Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Contes seconded **the motion**, that the minutes of the May 8, 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 Hoyle seconded **the motion**, that the Board approve the payment of bills for the month of June, 2019 in the amount of \$87,276.75 and the transfer of approximately \$ 270,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Dixon, Contes and Heitkam. Absent: Trustee Schade and Valenti.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of May. 126 patrons attended "Free Comic Book Day" on May 4th; this was BPL's 7th Free Comic Book Day celebration. We offered over 500 free comics for patrons of all ages. Activities included crafts such as buttons, Perler bead sprites and various Star Wars crafts. There was also a green screen photo booth available. Adult Services and Youth Services worked on this program together. On May 15, 21, 23, and 30 we had 310 children here for our "Celebrate Reading Parties" and the kids got a behind the scene tour in the staff areas. Circulation was up by 2% from May 2018. On May 7; 14 patrons attended "Wright Brothers, Wrong Story". The presenter discussed the Wright Brothers' myth. To observe National Stroke Awareness Month, a presentation was given on highlighting the importance of

VII. REPORTS (Continued)

recognizing the signs and symptoms of someone having a stroke. 19 patrons attended this program on May 13th. Kandy Jones was busy all month long with Celebrate Reading parties.

Addition to Roll: Trustee Sharon Schade enters meeting at 7:37 p.m.

MONTHLY STATISTICS

Attachment D shows the activities for the month of May. Circulation was up by 2%. Books were up from 8,929 to 9,252. eMagazines, eBooks, BOCD, eAudiobooks, eVideos, Learning Games, Compact Discs and equipment were also up for the month. Zinio longer reflects inactive subscriptions.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – The policy sub-committee will review and update policies coming up in July and August. Director Jarzemsky will notify the board members on the sub- committee.

FINANCE – No report.

BUILDING AND GROUNDS – There will be two attachments later on in the agenda regarding the boiler and phone system.

LIAISON REPORTS

SWAN – Attachment E is the quarterly meeting agenda from June 6, 2019 SWAN meeting. SWAN created new mobile templates for all libraries who are apart of SWAN; an example was presented in the attachment.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The Bottle & Bottega painting fundraiser on 6/2 was a huge success doubling the amount of attendees from the year before. The Friends have another fundraiser coming up on 7/14 at Oberweis. They have been in contact with Beth Dover about advertisement. The Friends will be volunteering for the upcoming summer concerts.

BIG – Director Jarzemsky will ask for attendees at the July Board meeting. Trustee Valenti wished to attend.

VIII. UNFINISHED BUSINESS

BOILER REPLACEMENT PROJECT UPDATE

Due to colder than normal weather, we delayed installation two weeks with the job commencing the week of May 13th. The project remains on schedule and we anticipate completion by early July. The work starts early each day at 5 a.m. Our Maintenance Supervisor, Kelly Cusack, is coordinating all aspects of the work along with periodic inspections from DLA Architects. Upon completion we will have two new energy efficient boilers with intelligent computer controls that allow modulation, a new hot water heater, new water pumps and new water distribution system. Photos were provided that documented that complexity of the project.

IX. NEW BUSINESS

LAKE PARK TAX CONSORTIA 2018 REVIEW

Attachment G shows a letter from Scott Ginsburg of Robbins Schwartz. Mr. Ginsburg, on behalf of the library, handles all commercial tax appeals over \$100,000. The letter shows a recap of all activities related to the 2018 tax levy. We avoid potential refunds and we keep costs down by sharing expense with other consortia members.

IN-SERVICE DAY 2019 APPROVED TO CLOSE: OCTOBER 4TH

The In-Service day is a day set aside for staff recognition and useful for the employees to have some fun and training. The proposed date for the In-Service is Friday, October 4th, 2019. A motion was made by Trustee Rothbaum, seconded by Trustee Contes to approve the closing of the library on Friday, October 4, 2019 for the Staff In-Service day. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Dixon, Contes and Heitkam. Absent: Trustee Schade and Valenti.

NEW PHONE SYSTEM- INSTALL IN JULY

The new phone system is set to be installed on 6/25. Sean Luster, Head of Computer Services; and Jamie Schingoethe, Business Office Assistant Department Head will lead the installation and training process. Sean will handle all IT aspects and Jamie will handle the admin/staff side. The new phone system will be cloud based system unlike our current system. The Board previously voted to approved the new phone system.

XII. ANNOUNCEMENTS

June Summer Concert- 6/14/19- Director Jarzemsky invited the Board to attend the summer concert on 6/14 at noon.

XIII. ADJOURNMENT

Trustee Hoyle moved and Trustee Rothbaum seconded **the motion** to adjourn the June 12, 2019 Library Board meeting at 8:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe