

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

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m.

**II. ROLL CALL**

Upon roll call, the following Trustees were present: Lauren Dixon, Jeremy Heitkam, Benjamin Hoyle, Bonni Rothbaum and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: Trustees Alexandria Contes and Sharon Schade.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

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

**Addition to Roll: Trustee Contes enters meeting at 7:31 p.m.**

**V. APPROVAL OF MINUTES**

The minutes of the June Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the minutes of the June 12, 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 Valenti seconded **the motion**, that the Board approve the payment of bills for the month of July, 2019 in the amount of \$193,494.99 and the transfer of approximately \$350,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Contes and Heitkam. Absent: Trustee Schade.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events that took place at the library during the month of June. On June 12<sup>th</sup>; 216 patrons attended "Robin's Dog Stars". Robin and her two canine friends did tricks in this family favorite event. On June 22<sup>nd</sup>; 335 patrons attended "Smarty Pants Big Balloon Show". Smarty Pants entertained a record setting crowd with his comedy and amazing balloons. The super large balloon creations stayed in the library for weeks after the event. Smarty Pants even climbed inside one very large balloon blown up by a leaf blower. Liz Scanlan, Katie Richert, Maryann Edl and Kim Leider all celebrated anniversaries here at BPL in the month of June.

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

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of June. Total Circulation was slightly down at 21,867 compared to last year at 23,022.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** –Director Jarzemsky will be in touch with the Policy Sub-Committee to set up a meeting in August to discuss the new two polices that need to be updated. There is an attachment later on in the agenda about the policy updates.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – The boiler is 90% complete. We are waiting for the stainless steel piping then the project will be complete. We will fill the boilers, test them, and then drain them. We will have a water treatment done. We will then have the boiler inspected.

### **LIAISON REPORTS**

**SWAN** – No report.

**VILLAGE** – Trustee Valenti gave a verbal report.

**FRIENDS OF THE LIBRARY** – The next Friends meeting is on July 31<sup>st</sup> at 7 p.m. The Friends will attend the Volunteer Fair in August. The Friends have a fundraiser at Oberweis coming up.

**BIG** – The next BIG meeting is July 25<sup>th</sup>; Director Jarzemsky, Trustee Valenti and Trustee Dixon will attend.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **ILA CONFERENCE- OCT 22<sup>ND</sup>-24<sup>TH</sup> 2019: TINLEY PARK CON. CENTER**

Director Jarzemsky invited the Board to attend ILA Trustee Day. It's a great opportunity to network with other Board members and learn about libraries. He will ask who wishes to attend at the August Board meeting. The library will pay the cost. We would like to register everyone before the Early Bird Special ends on 9/16.

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

### **FLIPSTER EMAGAZINE NEWSTAND**

The current eMagazine Newstand/Platform, RBdigital, will not be able to provide renewals to subscriptions of nine popular magazine titles that are checked out frequently by our patrons who use RBdigital (formly Zinio) to read the most current issue. In order to continue to provide patron access to these titles digitally, the library will be moving eMagazine subscriptions to Flipster eMagazine Newstand. This is another platform and app, provided by EBSCO, which will allow patrons to view eMagazines on mobile devices and PCs very similar to RBdigital. Through Flipster, the library is still able to subscribe to the nine popular Meredith Publications. All the other popular titles we currently subscribe through RBdigital. We are able to add new popular eMagazine titles we were not able to get from RBdigital such as; *Real Simple*, *People*, and *Entertainment Weekly*. Flipster provides 1 week checkout for monthly magazines and 3 day checkout for weekly magazines. Once returned, patrons can re-checkout an issue at any time. Flipster will become active on July 1, 2019. Patrons will still be able to access RBdigital for back issues and saved magazine articles for a year till June 30, 2020. In addition to advertising Flipster to library patrons through social media, library website, and in house, a more detailed notification will be emailed to patrons that have checked out eMagazines through RBdigital within the past year by running a report in the RBdigital admin site, alerting them to the change in how to access eMagazine titles. Patrons will be able to access the collection through the Flipster app and visiting: <https://mybpl.org/ebooks>.

### **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.

### **POLICY CHANGES TO RULES OF BEHAVIOR & COMPUTER/INTERNET POLICY**

There are two policy documents to review and update: our "Rules of Behavior" Policy is silent on sexual harassment and our "Computer/Internet" Policy is outdated and inflexible. Sexual Harassment, which can generally be described as "as unwelcome sexual advances, requests for sexual favors, and other verbal or physical actions of a sexual nature", is not acceptable behavior. We should consider adding language to protect patrons/staff. Our Computer/Internet Policy rules exclude non - BPL cardholders from using lab resources. This has led to frustration and unnecessary restrictions as our lab is rarely at capacity. Additionally, we have an opportunity to simplify lab access for visitors from the other SWAN libraries. The solution is to convene the Policy Subcommittee in July 2019 to review recommendations from staff on the two issues. Bring recommendations to the August Board meeting for approval.

**IX. NEW BUSINESS (Continued)**

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

A discussion took place to review the fact that the only Closed Session Minutes that have hit 18 months were a previous Executive Session Review and they did have any confidential information so those minutes can be releases and the recordings destroyed.

**APPROVAL OF EXECUTIVE SESSION MINUTES OF 1/10/18**

Trustee Valenti moved and Trustee Hoyle seconded the motion that the minutes of the Executive Session of 1/10/18 be approved and released. The motion carried by roll call vote. AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Contes and Heitkam. Absent: Trustee Schade.

**APPROVAL OF DESTRUCTION OF VERBATIM RECORDS OF 1/10/18**

Trustee Rothbaum moved and Trustee Valenti seconded the motion that the verbatim recording of the Executive Session of 1/10/18 be destroyed. The motion carried by roll call vote. AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Contes and Heitkam. Absent: Trustee Schade.

**XII. ANNOUNCEMENTS**

**In-Service Save the Date-** An email was sent out about the save the date.

**XIII. ADJOURNMENT**

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the July 10, 2019 Library Board meeting at 8:12 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe