

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
October 9, 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: Jeremy Heitkam, Benjamin Hoyle, Bonni Rothbaum, and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Christine Sporleder, Head of Circulation and Technical Services. Absent: Trustees Alexandria Contes, Lauren Dixon, and Sharon Schade.

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The October Board Meeting Agenda was reviewed. Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the agenda of the October 9, 2019 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the September Board meeting were reviewed. Trustee Valenti moved, and Trustee Heitkam seconded **the motion**, that the minutes of the September 11, 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 Hoyle moved and Trustee Heitkam seconded **the motion**, that the Board approve the payment of bills for the month of October, 2019 in the amount of \$58,889.56 and the transfer of approximately \$200,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Valenti, Hoyle, Rothbaum and Heitkam. Absent: Trustees Contes, Schade and Dixon.

**Addition to Roll: Trustee Schade enters the meeting at 7:33 p.m.**

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events that took place at the library during the month of September. On September 23<sup>rd</sup>, Adult Services presented "Lady Catherine and the Real Downtown Abbey", Lynn Rymarz performed in character as Lady Catherine, Countess of Carnarvon, to celebrate the Downton Abbey movie premier. 94 attendees heard the fascinating true story of how Catherine Wendell, an American born woman, met and married the Sixth Earl of Carnarvon and made a life for herself and her family living in Highclere Castle, the actual setting for Downton Abbey. On September 30<sup>th</sup>, Adult Services presented "Medicare 101", David Wyllly of the Medicare Solutions Network presented a free

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

educational seminar to get people up to speed on what Medicare covers, what it doesn't, and the potential out of pocket exposure. 71 patrons were in attendance. 12 patrons attended "Homeschool Art Series" on September 19<sup>th</sup>. Students used foil, clay, and floral foam to explore three different sculpture techniques. Krista Kosar started on 9/9 in Adult Services, she is an Adult Services Librarian II. The Group Study Room usage has increased year after year. This year the total hours in use is 138 hours and total number of patrons using the room is at 140. Another popular program was "Chef Maddox Presents: Downtown Abbey Tea Time", 42 patrons celebrated the Downtown Abbey movie premier, a cooking demonstration, inspired by the TV series Downtown Abbey. Youth Services has a new series "Community Storytime". They have and will partner with the Police, Fire, Public Works, and Postal Service. On September 16<sup>th</sup>, they did a storytime with the Bloomingdale Public Works. The storytime focused on the machines that Public Works uses. Then, Public Works employees came and talked about the items they use and what the best part of their job really is. Director Jarzemsky thanked Katie Richert, Youth Services Assistant Department Head for all her hard work on this and he looks forward to who we have next. Director Jarzemsky noted that the School Liaison, Kandy Jones was very busy in September attending many school visits.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of September. Circulation was barely down at 17,468 versus 17,829 in 2018. Circulation of books was up for the month.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – There is a Circulation policy report later on in the agenda.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – There is a new rain barrel outside the library that Kelly Cusack, Maintenance Supervisor, recently installed. The rain barrel was decorated by Heidi Knuth, Katie Yager and VolunTeens. Director Jarzemsky passed around photos. Kelly recently repainted all of the outside benches. It was a long process as Kelly used special paint and primer. Director Jarzemsky passed around photos of the benches and thanked Kelly for all his hard work. The boilers are complete and they are in the final stages of testing. Tiffany Nash, Product architecture +design will attend the November Board meeting to show to the Board the Makerspace drawing, budget, and get final approval.

### **LIAISON REPORTS**

**SWAN** – Attachment E is agenda from a meeting on 9/5 Director Jarzemsky attended. SWAN has a Holds Management Evaluation committee, Christine Sporleder, Head of Circulation and Technical Services is on the committee. Christine explained more about

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

this committee and what they are working on.

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

**FRIENDS OF THE LIBRARY** – The book sale was a success, the Friends raised \$2,250. The Friends are the artist of the month for October. Their next meeting is on October 23<sup>rd</sup>. On November 5<sup>th</sup>, they have a fundraiser at Five Guys. They are also working with Platt Hill on a future fundraiser.

**BIG** – Trustee Hoyle and Schade expressed interest in attending the next BIG meeting. An email will be sent to confirm.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **CIRCULATION POLICY-AUTOMATIC RENEWAL/FINES FREE**

Automatic Renewal of Materials and Fines Free are two potential changes we should consider as enhancements to the patron experience for Bloomingdale Public Library. Automatic Renewal allows materials that are not on hold to be renewed multiple times. This option would be a convenience to BPL users, they would not need to come into the library or take any action to renew their materials. Additionally, we would see an increase in Circulation statistics. The majority of SWAN libraries offer Automatic Renewal. Fines Free would remove fines for all but a few items. Patron would be billed after an item is unreturned after 42 days. A limited number of SWAN libraries are Fines Free. There is a report with supporting documents that the Board should review in order to make an informed decision. It is the recommendation of the Library Director that the Board consider approving Automatic Renewal of Materials. It is anticipated that the Board would study this issue for the month of October and take action at the November Board meeting. If necessary, we can convene the Policy Sub Committee. Christine Sporleder presented a reports on the subjects listed above and answered many questions from the Board.

**Removal from Roll Call: Christine Sporleder left the meeting at 8:37 p.m.**

### **INVESTMENT OF PUBLIC FUNDS REPORT FOR JULY-SEPT.**

As required by State Statute, a quarterly investment report is required to be provided to the Library Board. The quarterly report shows exactly where all the funds of the Library are invested. The report was reviewed by the Board.

### **MUSEUM PASSES; EXPLORE MORE ILLINOIS**

Explore More Illinois is a new program that allows patrons to checkout passes/discounts for a variety of attractions throughout the state is now available to Bloomingdale cardholders.

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

Explore More Illinois is a cultural pass program developed and managed by RAILS and there is no cost for RAILS libraries to participate. This new program offered by RAILS is separate and distinct from the Museum Adventure Pass program administered by Libraries First, which the Bloomingdale Public Library has been enrolled in since 2014. The Bloomingdale Public Library will be enrolled in both programs. How Explore More Illinois Works: BPL cardholders will reserve passes/discounts online by accessing the Explore More Illinois link via the BPL website at <https://mybpl.org/museumpass>. Once a patron is logged in using their BPL library card number and pin, they will see offers available for the upcoming three months. Reservations must be made for a specific date. After the date is confirmed patrons will have the option of printing out a pass at that time, or they can print it out later. For some attractions there is the option of showing the pass on a smartphone. A patron can have two active reservations at one time.

### **FY 2020 PER CAPITA GRANT REQUIREMENTS**

Attachment J provides information on the Illinois State Library FY 2020 requirements for the Per Capita Grant. In order to continue receiving the grant, certain benchmarks are expected from the libraries to complete. Staff and Board trustees have certain requirements that need to be completed.

### **CENSUS 2020**

BPL will be working with the US Census Bureau, Village, Park District and local School Districts in order to get information out to the public about the census. Attachment K explains about the census and shows how libraries can assist. Director Jarzemsky has had several meetings about the census and is working with Beth Dover, PR/ Marketing Coordinator, on how to get the word out. This year's census is the first year it will be available online.

### **THANK YOU LETTER- SCHOOL SUPPLY DRIVE**

Attachment L is a thank you letter to Director Jarzemsky and the library, thanking us for support of the school supply drive. We dropped off a very large donation of supplies collected by the public.

## **XII. ANNOUNCEMENTS**

**Community Exemplary Award- Kandy Jones:** Director Jarzemsky congratulated Kandy Jones, School Liaison on her award. Director Jarzemsky and Board President Bonni Rothbaum were in attendance at the award ceremony.

**Socktober:** BPL will be collecting socks all month long for Socktober drive. These socks are donating to homeless individuals.

**Halloween Party:** The Board is invited to attend the Halloween Party on 10/19.

**XIII. ADJOURNMENT**

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the September 11, 2019 Library Board meeting at 8:52 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe