

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 11, 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: Alexandria Contes, Lauren Dixon, Jeremy Heitkam, Bonni Rothbaum and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: Trustee Ben Hoyle and Sharon Schade.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The December Board Meeting Agenda was reviewed. Trustee Heitkam moved, and Trustee Valenti seconded **the motion**, that the agenda of the December 11, 2019 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the November Board meeting were reviewed. Trustee Dixon moved, and Trustee Valenti seconded **the motion**, that the minutes of the November 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 Valenti seconded **the motion**, that the Board approve the payment of bills for the month of December, 2019 in the amount of \$62,877.40 and the transfer of approximately \$210,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Valenti, Rothbaum, Dixon, Contes, and Heitkam. Absent: Trustee Hoyle and Schade.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of November. Fourteen Bloomingdale community groups and organizations participated in the 21st annual Snowman Crossing. The groups decorated trees on various days and times from November 27th until December 2nd. Groups were also invited inside to enjoy cookies and hot chocolate. The trees are donated by the Friends of the Library. The Village of Bloomingdale staff picks up and installs the trees on library grounds. On November 9th, 28 adults and 28 kids attended International Games Day. Families were invited to celebrate International Games Day at the library where they could play a variety of board and video games and even participate in a video game tournament to win prizes. 42 patrons attended the Zoo Tree Ornament Party on November 13th. Participants created a wide variety of ornaments for our Village of Bloomingdale Community Tree at the Cosley Zoo all while listening to Christmas music and having refreshments. Charise Arellano's last day was

VII. REPORTS (Continued)

November 15th. She worked at BPL for 10 years. Charise was a Youth Services Assistant. She will be missed. The Board thanked Beth Dover for her detailed marketing report. Director Jarzemsky received many compliments on Adult Services's "Silver & Gold: What Are Your Coins and Precious Metals Worth?" Patrons were impressed that towards the end of the program they got to appraise their items. Director Jarzemsky thanked Katie Richert, YS Assistant Department Head, for her hard work on the community storytimes. This month, Officer Odoi, a Bloomingdale Police Officer, came to read books about police officers and patrons did a special craft of a police hat.

MONTHLY STATISTICS

Attachment D shows the activities for the month of November. Circulation was slightly down for the month. DVD's were down and books were up.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – The Finance Sub-Committee will meet in the near future. Director Jarzemsky will contact Trustee Dixon and Hoyle in the future about this. This will also be discussed later in the agenda.

BUILDING AND GROUNDS – There will be a bid opening on Friday, December 13 for the electrical/lighting work for the Makerspace. The Board is welcome to attend.

LIAISON REPORTS

SWAN – Director Jarzemsky attended the quarterly meeting in December. He will have a report for the Board in January.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The Friends have a meeting coming up in January. They have a benefit with Mod Pizza on January 16th.

BIG – Director Jarzemsky will ask which Board member wished to attend at the January Board meeting.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

2020 PER CAPITA GRANT APPLICATION SUBMISSION

Director Jarzemsky was pleased to report that the Library has successfully completed and submitted the 2020 Per Capita Grant thus fulfilling the regulatory obligation to the Illinois State Library. Attachment K shows the email Director Jarzemsky submitted along with the State Library's response.

FUND BALANCE REPORT FOR FINANCE SUB-COMMITTEE (LAUREN/BEN)

Director Jarzemsky will convene the sub-committee to discuss a Fund Balance Policy for BPL. The sub-committee will meet in the near future after the holidays.

STATEMENT OF ECONOMIC INTEREST

Director Jarzemsky stated that the DuPage County Clerk's office will send an email to the Board and department heads. This email will explain how to file. The Board was instructed to look for this email. The email will come early March.

2020 IMRF RATE

Director Jarzemsky stated that the IMRF rate increased. Based on the IMRF determination the 2020 IMRF rate will be 13.05%. The 2019 rate was 11.27%. The increase is largely due to IMRF changing their investment return assumptions.

Addition to Roll call: Trustee Ben Hoyle enters meeting at 8:03 p.m.

FINES FREE AND AUTOMATIC RENEWAL IMPLEMENTATION PLAN

Since the Board approved both fines free and materials auto renew, Christine Sporleder, Head of Circ/Tech, has been working with SWAN staff to prepare for implementation. Both new services will begin on December 19th with a soft opening. All overdue fines associated with BPL cardholders and materials checked out at Bloomingdale by SWAN library cardholders and cardholders non-SWAN libraries will be cleared automatically by SWAN staff on December 19th. Simultaneously, fines on all materials will stop accruing. Patrons will still be billed for unreturned items or items returned damaged. At the same time, eligible materials will begin renewing automatically. Two days before the scheduled due date a report will run automatically that will attempt to renew all materials coming due. Items eligible to be renewed will be given new due dates at this time. Patrons will still receive their full check out period as materials in SWAN renew from the due date and not the date of renewal. Items not eligible for renewal will retain their original due date. This includes materials that can not be renewed, items that have reached their maximum number of allowed renewals, and items that are on hold for another patron. Patrons will be notified of the renewal/non-renewal of items via email. Patrons will also continue to receive the pre-overdue notice they are used to receiving to notify them of items coming due. If there are questions regarding the renewal of materials patrons can continue to log into their account via the library catalog or call staff at the library for information regarding due dates. We will begin marketing these changes to patrons with the February/March 2020 almanac.

IX. NEW BUSINESS (Continued)

SALARY SCALE AND BENCHMARKING PROPOSAL

As the minimum wage increases, BPL needs to prepare for those changes. Director Jarzemsky has been the primary contact with HR Source. HR Source has helped BPL previously with salary studies. HR Source can assist BPL in thoughtfully revising our salary structures.

After a lengthy discussion, Trustee Hoyle moved and Trustee Rothbaum seconded **the motion** that the Board approve HR Source to be hired by BPL in order to do a Salary Scale and Benchmarking project in the amount of \$6,815. The motion carried by roll call vote: AYES: Trustees Valenti, Rothbaum, Dixon, Contes, Heitkam and Hoyle. Absent: Trustee Schade.

TIF JOINT REVIEW BOARD 2019

Director Jarzemsky attended the annual Joint TIF Review Board meeting given by the Village on November 27, 2019. 5 TIF's were listed; Lake/Ridge/Springbrook- TIF #2, Westgate- TIF #3, lake and Rosedale- TIF #4, East Lake Street- TIF #5 and Stratford Square Mall- TIF #6. Stratford Square Mall is the newest TIF.

VILLAGE CO-SPONSORED EVENTS 2020

Director Jarzemsky stated that the Library is again asking for the Village to co-sponsor annual special events: Ice Cream Social, Halloween Party, Holiday Open House and the Gazebo Summer Concerts Series. The letter to the Village contains information on the number of individuals who attended the events this year and a thank you for their past support. The Library is asking for \$5,500.00.

Trustee Heitkam moved and Trustee Contes seconded **the motion**, that the Board approve the letter to the Village in regard to the request for funds for the FY 20-21 co-sponsored events as detailed in same. The motion carried by roll call vote: AYES: Trustees Valenti, Rothbaum, Dixon, Contes, Heitkam and Hoyle. Absent: Trustee Schade.

ANNUAL PLANNING MEETING- NEED TO SET DATE IN JAN/FEB

Director Jarzemsky suggested the dates of Saturday in January or February. After a brief discussion it was agreed that the meeting take place on January 25, 2019. The meeting will be held between 9:00 a.m. and 1:00 p.m. The library will provide breakfast snacks from Panera.

XII. ANNOUNCEMENTS

Winter Reading Program- The Board is invited to participate in the Winter Reading Program at BPL from December 16- February 7. The theme this year is "The s'more you read, the s'more you know!" Adults, teens and youth are invited to participate.

XIII. ADJOURNMENT

Trustee Hoyle moved and Trustee Contes seconded **the motion** to adjourn the December 11, 2019 Library Board meeting at 8:33 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe