

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
January 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: Alexandria Contes, Benjamin Hoyle, Jeremy Heitkam, Bonni Rothbaum and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: Trustees Sharon Schade and Dave Strutzel.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

The agenda of the January Board Meeting were reviewed. Best of Bloomingdale Nomination / Attachment K was added under New Business. Trustee Hoyle moved, and Trustee Contes seconded **the motion**, that the agenda of the January 9, 2019 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the December Board Meeting were reviewed. Trustee Valenti moved, and Trustee Heitkam seconded **the motion**, that the minutes of the December 12, 2018 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 January, 2019 in the amount of \$39,171.32 and the transfer of approximately \$140,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Contes, Heitkam and Rothbaum. NAYS: None. ABSENT: Trustees Schade and Strutzel.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of December. Breakfast & Brunch with Santa is an annual community event held at the Bloomingdale Golf Club. Tickets went on sale November 5th and sold-out within two weeks. On December 8th, families were entertained by DJs and dancing, balloon artists, face painters, magician, and Santa and Mrs. Claus. A craft was also provided by Youth Services' Kandy Jones and Keri DeWaele. They also handed out a bag filled with a book, craft, etc. to every child who attends. Ticket table and raffle was run by Winnie Wee and Jerine Guthrie. 159 patrons attended "Breakfast" and 157 attended "Brunch". On

VII. REPORTS (Continued)

December 10th; Adult Services presented “Strange & Wonderful Illinois”, a slide show of quirky roadside attractions, unusual festivals, and surprisingly beautiful scenery from around our state while learning some interesting bits of Illinois trivia, including how some towns acquired their names. There were 43 patrons in attendance. On December 20th, Youth Services presented “Holiday Ornaments and Crafts” where families created holiday crafts and ornaments while enjoying cupcakes, cookies, and holiday music. 35 patrons were in attendance. Jason Maloney started on December 17th in Circ/Tech. Mike McGlauchlen started on December 21st in Circ/Tech. Mike took over the position previously held by Anna Wilmes, who recently passed away. Wireless Internet is a new report that will be featured in the Computer Services section. December had 1,115 users, 2,943 sessions and 6,241 hours and 58 minutes. High schoolers were able to get ready for finals at the Library Exam Cram on December 18th-December 20th. We provided group and quiet study areas, Wi-Fi, laptops, coffee, snacks and pizza. 81 patrons were in attendance. On December 1st Leslie Blount, Youth Services Librarian, and four patrons attended Cosley Zoo to decorate a tree purchased by the Friends of the Library. Patrons created ornaments in a previous program for the tree. A new program started in Youth Services is “Homeschool Meetup”, where local homeschool moms and kids met up for resource sharing, treats, and networking. Library resources were on display and given in a handout packet. 17 patrons attended on December 13th. Director Jarzemsky verbally updated the School Liaison and Bloomingdale Historical Society sections.

Addition to Roll: Dave Strutzel enters meeting at 7:37 p.m.

MONTHLY STATISTICS

Attachment D shows the activities for the month of December. Total Circulation was 17,168. Playaways were up at 1,077 and BOCD was up at 97.

STANDING COMMITTEES

PERSONNEL – Director Jarzemsky will set up a meeting with Trustee Hoyle and Contes in January or February regarding staff raises for the upcoming FY.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky is planning a trip to visit other libraries with Trustee Valenti and Rothbaum, staff from YS and AS in regards to the renovation in room d. There is an attachment later on in the agenda about the boiler.

LIAISON REPORTS

SWAN – Director Jarzemsky will attend the upcoming quarterly meeting on 3/7/19.

VII. REPORTS (Continued)

VILLAGE – No report.

FRIENDS OF THE LIBRARY – At the next Friends meeting on January 30th, they will have an election of new officers. Trustee Contes is stepping down as President of the Friends. The Friends are participating in the “One Book, One Winnebago” at Winnebago School.

BIG – The next BIG meeting is here on January 24th. Jamie Schingoethe will send a reminder email when it gets closer.

VIII. UNFINISHED BUSINESS

BOILER REPLACEMENT- PRE-BID MEETING JANUARY 23RD 10 AM

Attachment F shows the project scope of services for the Boiler Replacement Project, the project schedule and recommended timeframe for project. The bid notice ran in the DuPage County Daily Herald newspaper on January 14th, a mandatory contractor walk-through prior to bidding is on January 23rd, and the bids will be received on February 6th. On February 6th, the bids will be publicly opened and reviewed. The lowest responsible bid is usually selected based on qualifications.

IX. NEW BUSINESS

INVESTMENT OF PUBLIC FUNDS REPORT FOR OCT- DEC

As required by State Statute, a quarterly report is to be provided to the Library Board. Director Jarzemsky explained the condition of the library’s investments and how the library meets the stated State policy guidelines.

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. Director Jarzemsky encourages the Board to lookout for that email.

BOARD COMMITTEES

The Board of Trustees reviewed the Committee Structure list and made the following changes: the vacant position under Policy is now filled by Trustee Heitkam. All positions will remain the same until next FY.

Addition to roll: Sharon Schade enters meeting at 8:02 p.m.

IX. NEW BUSINESS (Continued)

2019 ANNUAL LIBRARY CERTIFICATION

Director Jarzemsky was pleased to report that the Library has successfully completed and submitted their certification thus fulfilling the regulatory obligation to the Illinois State Library.

BEST OF BLOOMINGDALE NOMINATION

The library was nominated for the Best of Bloomingdale in the category of non-profit. Also nominated for this category are Bloomingdale Lions Club and Marklund Philips Center. Voting is open for the month of January; anyone can vote once a day.

X. ANNOUNCEMENTS

Director Jarzemsky was pleased to announce that the Northern Illinois Lego Train Club is coming to the library! They will be here Saturday, February 23rd, from 9-5 p.m. and Sunday, February 24th, from 1-5 p.m. Director Jarzemsky is expecting a large crowd.

“Hibernate with a Good Book” is the theme of our Winter Reading Program this year. Adults, teens, kids and babies are invited to read with us this winter and earn a chance to win prizes. The Board should sign up if they haven’t already.

Dominic Froio passed away in December. Director Jarzemsky attended his funeral. The library sent flowers to the wake. Donations were suggested to be made to the library.

XI. SEMI- ANNUAL REVIEW OF CLOSED SESSION MINUTES

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 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 8:20 p.m., Trustee Hoyle moved, and Trustee Contes seconded **the motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2. (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 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 Rothbaum, Valenti, Hoyle,

XI. SEMI- ANNUAL REVIEW OF CLOSED SESSION MINUTES (Continued)

Strutzel, Heitkam, Contes and Schade. NAYS: None. ABSENT: None. The Closed Session was concluded at 8:30 p.m. at which time the regular meeting of the Board reconvened.

XII. APPROVAL OF MINUTES OF EXECUTIVE SESSIONS

Trustee Hoyle moved and Trustee Schade seconded **the motion** that the minutes of the Executive Sessions of April 12, 2017 and May 10, 2017 be approved and released. The motion carried by roll call vote. AYES: Trustees Rothbaum, Heitkam, Contes, Hoyle, Strutzel, Valenti and Schade. NAYS: None. ABSENT: None.

XIII. DESTRUCTION OF VERBATIM RECORDS

Trustees Rothbaum moved and Trustee Hoyle seconded **the motion** that the verbatim recording of the Executive Sessions of April 12, 2017 and May 10, 2017 be destroyed. The motion carried by roll call vote. AYES: Trustees Rothbaum, Contes, Hoyle, Heitkam, Valenti, Strutzel and Schade. NAYS: None. ABSENT: None.

XIV. ADJOURNMENT

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the January 9, 2019 Library Board meeting at 8:34 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe