

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 8, 2019**

Prior to the start of the meeting, Village Clerk Jane Michelotti administered the oath of office to the re-elected Trustees Bonni Rothbaum, Natalie Valenti and Jeremy Heitkam and newly elected Trustee Lauren Dixon. Congratulations were offered to the Trustees.

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, Lauren Dixon, Jeremy Heitkam, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: None.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

The May Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Hoyle seconded **the motion**, that the agenda of the May 8, 2019 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the April Board Meeting were reviewed. Trustee Rothbaum moved, and Trustee Contes seconded **the motion**, that the minutes of the April 10, 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 May, 2019 in the amount of \$65,514.23 and the transfer of approximately \$240,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Dixon, Contes, Schade and Heitkam. NAYS: None. ABSENT: None.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of April. 42 patrons attended "Organic Vegetable Container Gardening" on April 9th. This demonstration, presented by Platt Hill Nursery, covered the basics of organic container gardening with vegetables. 32 patrons attended "The Life and Legacy of Chicago's Jane Byrne" on April 15th. Presentor Jim Gibbons discussed the life of Jane Byrne, the impact she had on the City of Chicago and Navy Pier, and how it affects us today. 82 patrons

attended “Easter Beagle Eggstravanza” on April 19th. Children enjoyed stories, songs, games and crafts celebrating and highlighting the season of spring, with an appearance by the Easter Beagle. The Board thanked Beth Dover, PR/Marketing Coordinator for her detailed “Marketing Update” under the Business Office section. Circulation was up 1% from April, 2018. 16 patrons attended seven computer classes in April. Total Adult Services reference transactions were at 2,387, up from April 2018. Adult Services created 3D prints for 55 patrons, total running time was 95 hours and 18 minutes, total charged was \$64.75. Homebound/Nursing Home had a busy month at 48 patrons with 185 items. Total Youth Services reference transactions were at 637, up from April 2018. Youth Services participated in the Bloomingdale Park District’s Bunny Bash on April 13th. Keri DeWaele, Youth Services Assistant, and Kandy Jones, School Liaison, set up and ran the “book walk” during the event, which drew 700 visitors. Heidi Knuth, Youth Services Librarian, had a busy month with Preschool outreach. Kandy Jones has been attending meetings in preparation for Memorial Day Remembrance.

MONTHLY STATISTICS

Attachment D shows the activities for the month of April. Total Circulation was up by 1% from April 2018.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – The boiler replacement project will begin next week. Once it begins there will be no overnight heat, the week projects 50’s in the evening and 60/70’s during the day. The project will still be completed on time by June 15th.

LIAISON REPORTS

SWAN – No report.

VILLAGE – Trustee Valenti gave a verbal report.

FRIENDS OF THE LIBRARY – Director Jarzemsky, Beth Dover and Bonni Rothbaum attended the Friends meeting on April 24th. The Friends pledged \$4,000 to the Library for the upcoming Markers Space renovation in FY 19/20 & FY20/21. The Friends are preparing for the upcoming fundraiser at Bottle & Bottega on 6/2.

BIG – Director Jarzemsky apologized for missing the meeting, at the time he was in the middle of an important staff review. Trustee Schade and Heitkam gave a verbal update from the meeting. Lake Street will have major construction starting in June until August.

VIII. UNFINISHED BUSINESS

APPROVAL OF OPERATING BUDGET FOR FY 2019/20

Director Jarzemsky stated that the budget has been reviewed previously at last month's meeting. Attachment E shows the Fiscal Year 2019\2020 budget details. Department Heads and other library supervisors had input in creating the budget lines within Attachment E. The projected General Fund expenditure for FY 2019/2020 is \$3,049,925.00 with total revenue at \$2,918,970.00. Director Jarzemsky discussed various projects that are proposed to be completed within the fiscal year such as the boiler replacement project and Markers Space.

After a final review and discussion of the budget document, Trustee Valenti moved and Trustee Heitkam seconded **the motion**, that the Board approve the Budget of \$3, 049, 925.00 for Fiscal Year 2019/2020 as presented.

The motion carried by roll call vote. AYES: Trustees Hoyle, Rothbaum, Valenti, Dixon, Contes, Schade and Heitkam. NAYS: None. ABSENT: None.

IX. NEW BUSINESS

BUILDING FUND SCHEDULE FOR FY 2019/20

Director Jarzemsky explained that the estimated and proposed expenditures of the Building Fund are listed on Attachment F. He reviewed the list of expenditures with the Board. This is the official planning document for the Building Fund and the proposed expenditures for 2019/2020 that amounts to \$348,200.00.

Projects such as the boiler replacement project and Markers Space were discussed. The Markers Space project will be separated into two fiscal years; FY19/20 & FY20/21. In the near future, Kelly Cusack, Maintenance Supervisor, will install a water cooler station with bottle filling.

Based on the discussion, Trustee Rothbaum moved and Trustee Hoyle seconded **the motion** to approve the Building Fund expenditures for 2019/20 in the amount of \$348,200.00. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Dixon, Contes, Schade and Heitkam. NAYS: None. ABSENT: None.

RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS 2019/2020

Trustee Rothbaum presented the Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year beginning May 1, 2019 and ending April 30, 2020.

Trustee Contes moved and Trustee Valenti seconded **the motion** that said resolution as presented be adopted in the amount of \$3,544,670.56.

IX. NEW BUSINESS (Continued)

After a full discussion thereof, President Rothbaum directed that the roll be called for a vote upon the motion to adopt said resolution. Upon the roll being called the following Trustees voted AYES: Trustees Hoyle, Rothbaum, Valenti, Dixon, Contes, Schade and Heitkam. NAYS: None. ABSENT: None.

Whereupon President Rothbaum declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois, which was done.

TRANSFER TO BUILDING FUND

Director Jarzemsky presented the proposed transfer of \$300,000 from the 2018/19 operating budget to the Building Fund. BPL's year-end Operating Fund balance is approximately \$400,000; this is higher than usual due to the one time revenue from the LINC fund balance. Once we close our fiscal year and complete an audit this amount may be slightly reduced or increased. I feel confident that we may reasonably make a \$300,000 transfer into the Building Fund. The key to managing the Building Fund in a fair and prudent manner is to have a plan for the use of the funds. The Library's Building Fund schedule, details plans for the Building Fund over both short and long terms.

Based on the discussion, Trustee Valenti moved and Trustee Heitkam seconded **the motion** to approve the Transfer to Building Fund. The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Dixon, Contes, Schade and Heitkam. NAYS: None. ABSENT: None

CANVASS OF APRIL 2ND 2019 ELECTION

Attachment I is a copy of the abstract and canvass of election results for the Library's jurisdiction for the April 2, 2019 Consolidated General Election. This is a final count for all Village Officers; Village Trustees and Library Trustees.

ELECTION OF BOARD OFFICERS

Director Jarzemsky discussed Attachment J; Officer History of Current Trustees. The officer position is a two (2) year term and expires following a municipal election.

The Board reviewed the current officers and after a discussion on the matter, the following motion was made. Trustee Schade made **the motion** to nominate the following slate of officers for 2019/20-2020/121: Bonni Rothbaum as President; Benjamin Hoyle as Vice-President, Alexandria Contes as Treasurer and Jeremy Heitkam as Secretary. Trustee Hoyle seconded the nomination motion.

The motion carried by roll call vote: AYES: Trustees Hoyle, Rothbaum, Valenti, Dixon, Contes, Schade and Heitkam. NAYS: None. ABSENT: None

IX. NEW BUSINESS (Continued)

BOARD COMMITTEE ASSIGNMENTS

The Board of Trustees Committee Structure for FY 19/20 was assigned. Building and Grounds is Bonni Rothbaum and Natalie Valenti, Policy is Sharon Schade and Jeremy Heitkam, Personnel is Ben Hoyle and Alex Contes and Finance is Ben Hoyle and Lauren Dixon. The motion carried by voice vote.

FROIO LETTER

Director Jarzemsky explained that Mr. Dominic Froio, a Village resident, donated \$35,500.00 to the Library. Mr Froio donated the funds in memory of his daughter, Beth Froio. Mr. Froio passed away in 2018. Director Jarzmskey attended the funeral and the Library sent flowers. He stated that the annual report for the fiscal year 2018/2019 of the funds in the Memory of Donna Beth Froio Fund has been sent to the estate of Dominic Froio and was included in the packet for review by the Board. The principle balance always remains the same and materials are purchased with the interest money. The interest funds are used to enhance the multi-cultural collection which consists of DVDs, books and other materials. Heidi Knuth, Youth Services Librarian is in charge of purchasing for this collection, she purchases children and adult material. The collection has wide variety and reflects the Village population. The attachment shows a detailed description of books purchased. The Library can never spend the principal of \$35,500.00. A description of the Froio Fund runs in the almanac every year; Heidi provided it in the attachment.

X. EXECUTIVE SESSION

Review of Staff Salaries

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; 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 8:56 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) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; 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.

XI. APPROVAL OF STAFF SALARIES FOR FY 2019/20

Trustee Hoyle moved and Trustee Schade seconded the motion that the Staff Salaries for FY 2019/2020, as recommended in executive session be approved. The motion carried by

XI. APPROVAL OF STAFF SALARIES FOR FY 2019/20 (Continued)

roll call vote: AYES: Trustees Valenti, Schade, Heitkam, Hoyle, Dixon, and Rothbaum.
NAYS: None. ABSENT: None

XII. ANNOUNCEMENTS

Friends of the Library Fundraiser- Natalie and the Friends hope that staff/Board and members of the public will attend this upcoming fundraiser. Natalie is speaking with Beth Dover, PR/Marketing Coordinator about promoting it around the library more.

Money Smart Week Kids Read 2019- Director Jarzemsky passed out a book from Youth Services Department Head, Lisa Palmer. This book was given out in the Youth Services department during Money Smart Week.

Sunday’s Summer Hours- The Sunday Summer hours were shared with the Board, the flyer is also displayed around the library, social media and website to inform patrons of the change in hours.

Memorial Day-The Memorial Day closing was shared with the Board, the flyer is also displayed around the library, social media and website to inform patrons of the holiday closing.

Summer Concert Series- The Summer Concert Series starts in June. Jamie Schingoethe, Business Office Assistant Department Head and Kristina Giovanni, Adult Services Librarian have been preparing for the upcoming concerts. The Friends will volunteer and help ell ice cream during the concerts.

Bloomingtondale Chamber Community Guide- BPL Feature- BPL was featured in the Bloomingtondale Chamber Community Guide.

Reporter (Magazine)- Example of our new shelving- BPL was featured in the REPORTER magazine, showing off our new shelving displays.

XIII. ADJOURNMENT

Trustee Schade moved and Trustee Contes seconded **the motion** to adjourn the May 8, 2019 Library Board meeting at 9:13 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe