

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JANUARY 8, 2020**

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, Ben Hoyle, Bonni Rothbaum and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Tiffany Nash from Product architecture +design. Absent: Trustee Sharon Schade.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The January Board Meeting Agenda was reviewed. Trustee Rothbaum moved, and Trustee Hoyle seconded **the motion**, that the agenda of the January 8, 2020 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 Hoyle moved, and Trustee Valenti seconded **the motion**, that the minutes of the December 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 Contes moved and Trustee Heitkam seconded **the motion**, that the Board approve the payment of bills for the month of January, 2020 in the amount of \$70,131.08 and the transfer of approximately \$285,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Contes and Heitkam. Absent: Trustee Schade.

Addition to Roll Call: Trustee Sharon Schade enters meeting at 7:36 p.m.

IX. NEW BUSINESS

APPROVE MAKERSPACE CONSTRUCTION CONTRACTS

Director Jarzemsky and Tiffany Nash from Product architecture +design distributed two documents to the Board. The first document is a contract between the library and Driessen Construction Company. The second document is an outline of the different categories of construction, furniture and the costs.

After a thoughtful conversation, three different motions were made.

Trustee Heitkam moved and Trustee Contes seconded **the motion**, that the Board

IX. NEW BUSINESS (Continued)

approve the furnishings by LFI Furniture in the amount of \$22,607 for cabinets, chairs, marker board and slat wall. The Board also approved tables from 3Branch in the amount of \$18,712. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Contes, Schade and Heitkam.

Trustee Hoyle moved and Trustee Valenti seconded **the motion**, that the Board approve the construction services of Driessen Construction Company in the amount of \$24,786 with a construction contingency at \$10,660, including \$10,660 for pre-construction costs. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Contes, Schade and Heitkam.

Trustee Rothbaum moved and Trustee Hoyle seconded **the motion**, that the Board approve and award the bid contract to do the electrical work for the makerspace to Terrance in the amount of \$37,930. Terrance Electric was the lowest qualified bidder recommended by architect, Tiffany Nash. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Contes, Schade and Heitkam.

Removal from Roll: Tiffany Nash leaves meeting at 7:47 p.m.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of December. On December 3rd, BPL held our annual Holiday Open House. We had 800 patrons in attendance. Entertainment included a face painter, "Buddy the Elf," carolers, a pianist, a harpist, and a visit from Santa and Mrs. Claus on a fire truck. New music this year was provided by "Cellar Dwellers," who played Christmas music on the ukulele. Thanks again to all BPL staff, Village of Bloomingdale staff, Bloomingdale Fire Department, and Bloomingdale Police Department for making it a success year after year. The Friends of the Library had a table at the event. On December 7th BPL hosted Breakfast & Brunch with Santa is an annual community event held at the Bloomingdale Golf Club. Tickets went on sale on November 4th and sold-out within a few weeks. We had 150 patrons attend Breakfast and 155 attend Brunch. 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's Kandy Jones and Katie Richert; they also handed out a bag filled with a book, craft, etc. to every child who attended. The ticket table and raffle was run by Winnie Wee and Beth Dover. Jamie Schingoethe was present at the event. Julianna Grandinetti's last day in Circ/Tech was 12/27/19 and her first day in Youth Services was 12/30/19. Julianna replaced Charise Arellano's open position. Carrienne Garner in Circ/Tech was promoted from 16 hours to 20 hours; she remains in the same position. The newly released SWAN mobile app BLUEcloud Mobile was launched in July, 2019. The app allows patrons to browse the catalog, log in and place holds on physical and electronic materials, renew items checked out on their account, and view the library's upcoming programs and social media accounts. Exam Cram was well attended with 118 patrons on. December 17th – December 19th, high schoolers were able to get ready for finals at the

VII. REPORTS (Continued)

library's Exam Cram. We have group and quiet study areas, Wi-Fi, and computers. We provided caffeine and snacks - you provide the brain power! Pizza served at 7:00 p.m.

MONTHLY STATISTICS

Attachment D shows the activities for the month of December. Circulation was up by 4 circs from the previous year.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – A meeting is scheduled with Trustee Hoyle and Dixon for January 15th at 10 a.m. in the upstairs conference room to discuss a Fund Balance Policy.

BUILDING AND GROUNDS – The new boilers are complete and working. We are waiting to see what our heating costs will reduce to.

LIAISON REPORTS

SWAN – Attachment E is a quarterly report. The Clarity Task Force report was discussed at the meeting. The Clarity Task Force is an operational task force of library members representing a wide range of expertise. Clarity will assist SWAN and documenting areas of dissatisfaction and frustration with our library services platform and membership services, as well as help provide direction in priorities for research and exploration. The task force was guided with three key objectives; determine a shared diagnosis, deliver on solutions and strengthen our collective identity. A topic of concern was holds. The placement, prioritization, and fulfillment of holds through direct patron and staff request is the nexus of resource sharing throughout SWAN. Holds management related issues were the most surfaced concern. Bartlett Library, Glenside Public Library, Roselle Library and Warrenville Library sent in letters of intent to join SWAN in the near future.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The Friends are having a fundraiser at Mod Pizza on 1/16. The next friends' meeting is 1/29.

BIG – Director Jarzemsky will be attending this meeting. He invited members of the board to attend. Trustee Valenti and Dixon wish to attend.

VIII. UNFINISHED BUSINESS

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.

IMET LIQUIDATING TRUST DISTRIBUTION

Attachment F is a letter, email, and copy of a check from IMET. The check represents a distribution from the Liquidating Trust account for all our accounts. The distribution is from the overall receiver distribution to the FFF participants, including IMET. It represents approximately 42% of the value of the Liquidating Trust. BPL received a check in the amount of \$21,325.68. IMET shared with Director Jarzemsky via email that the overall receiver still is holding some funds. There will be an additional distribution. The estimate of the fair value of the liquidating trust is 58%. Eventually, IMET will terminate the LT account.

HR SOURCE SALARY BENCHMARK PROJECT UPDATE

The HR Source Salary Benchmark Project will be a big project for BPL. The Business Office and Department Heads will be involved in the process. There are three major steps for this project; to be in compliance with the law and meet the minimum wage, do a salary study and step up salaries and keep up with peer library so we keep BPL employees and stay competitive. Director Jarzemsky sent a memo about this out in the employee Between the Shelves newsletter to all staff and board.

XII. ANNOUNCEMENTS

Annual Planning Meeting- 1/25/20 at 9 a.m.- Director Jarzemsky reminded the Board of the upcoming meeting. Panera breakfast will be served at the meeting.

XIII. EXECUTIVE SESSION

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 8:29 p.m., Trustee Rothbaum moved, and Trustee Valenti seconded **the motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2. (c) (3) The

XIII. EXECUTIVE SESSION (Continued)

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, Dixon, Heitkam, Contes and Schade. NAYS: None. ABSENT: None. The Closed Session was concluded at 8:35 p.m. at which time the regular meeting of the Board reconvened.

APPROVAL OF EXECUTIVE SESSION MINUTES OF 7/11/18

Trustee Heitkam moved and Trustee Hoyle seconded the motion that the minutes of the Executive Session of 7/11/18 be approved and released. The motion carried by roll call vote. AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Contes and Heitkam, and Schade Absent: None.

APPROVAL OF DESTRUCTION OF VERBATIM RECORDS OF 7/11/18

Trustee Hoyle moved and Trustee Contes seconded the motion that the verbatim recording of the Executive Session of 7/11/18 be destroyed. The motion carried by roll call vote. AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Contes, Schade and Heitkam. Absent: None.

XIV. ADJOURNMENT

Trustee Contes moved and Trustee Schade seconded **the motion** to adjourn the January 8, 2020 Library Board meeting at 8:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe