

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 11, 2020**

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:33 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present in person: Alexandria Contes, Lauren Dixon, Jeremy Heitkam, Ben Hoyle and Dave Strutzel. Also Present: Director Timothy Jarzemsky. Absent: Trustees Sharon Schade and Natalie Valenti.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The November Board Meeting Agenda was reviewed. Trustee Strutzel moved, and Trustee Contes seconded **the motion**, that the agenda of the November 11, 2020 Regular Library Board meeting be approved. The motion carried by voice vote.

Addition to Roll Call: Trustee Schade arrives at 7:35 p.m.

V. APPROVAL OF MINUTES

The minutes of the October Board meeting were reviewed. Trustee Strutzel moved, and Trustee Heitkam seconded **the motion**, that the minutes of the October 14, 2020 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Contes moved and Trustee Schade seconded **the motion**, that the Board approve the payment of bills for the month of November, 2020, in the amount of \$78,867.83 and the transfer of approximately \$275,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Schade, Heitkam, Contes and Dixon. ABSENT: Trustee Valenti.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of October. On October 24th; BPL co-hosted the Boo!mingdale Halloween Drive-Thru with approximately 1,400 people in attendance. Because of the pandemic our usual "Halloween Open House" event had to be canceled. However due to the creativity and hard work of the planning team from The Bloomingdale Public Library, The Bloomingdale Police, The Village of Bloomingdale Public Works, The Bloomingdale Fire Protection District, and the Bloomingdale Park District, we evolved the event into something both fun and safe. The community responded with amazing support as we counted over 1,400 guests driving through the parade, this included 512 cars with over 900 kids. Parade-goers were entertained by various costumed characters, both spooky and fun, decorated cars, a DJ, a

VII. REPORTS (Continue)

juggler, and a fire safety demonstration. The kids received a free pumpkin and Halloween goodie bag. Most importantly this was done in a touchless and safe environment. The rest of the Librarian report, section by section, was reviewed.

MONTHLY STATISTICS

Attachment D shows the activities for the month of October. Circulation was up by 28% at 22,648 vs. 17,614.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – The staff entrance door has been replaced with a new door. The old door was rusting away and needed to be replaced. The new door has an access control system which is for safety and control. Every staff member has a key fob to get into the library via the back staff door. There was a mandatory pre-bid meeting for the handicapped lift. There were a number of companies in attendance. Director Jarzemsky will continue to update the board about the handicapped lift.

LIAISON REPORTS

SWAN/RAILS – RAILS is reducing the quarantine requirement for materials moving through delivery to 3 days (72 hours), effective 10/27.

VILLAGE – Trustee Hoyle gave a verbal update.

FRIENDS OF THE LIBRARY – No report.

BIG – No report.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

LIBRARY MAP

The Board requested to see the library map of the library grounds. This will be used for the Visioning Session for the Froio Estate Donation. The library does not own the gazebo area. We use it for special events that are co-hosted by the Village.

X. NEW BUSINESS (Continued)

FROIO DONATION UPDATE

Director Jarzemsky gave a verbal update on the Froio Estate Donation. DLA Architects had a walk-thru of the library grounds and inside the library on 11/4. BPL has worked with DLA Architects on many projects in the past. Jamie Schingoethe, Business Office Assistant Department Head, will contact the Board with a meeting date and time details soon. Under Illinois law, this would be considered a Special Board Meeting so we will need to follow Illinois Open Meeting Act.

2020/21 SNOW AND ICE CONTROL PROCEDURES

Attachment G is a letter from the Village of Bloomingdale with the Snow and Ice plan for 2020/2021 winter season. The Library has posted this information in two locations for building supervisor staff to see and those staff are prepared to follow the instructions given.

MINIMUM WAGE STEP INCREASE

The Finance committee will convene to discuss the next minimum wage step increase and report back to the Board with an update.

IDPH REGION 8 UPDATE

Kane and DuPage County fall into Region 8 which is now in tier 2. BPL will stay with what we are doing now as we already follow the tier 2 guidelines. If we are moved to tier 3, then we would adjust. BPL's plan right now is to wait and see.

LIBRARY CLOSING 2021

Attachment J is a calendar with the dates that the Library will be closed in 2021. Director Jarzemsky reviewed each holiday closing with the Board.

Trustee Strutzel moved, and Trustee Schade seconded **the motion**, that the Board approve the 2021 Library Closings dates as presented. The motion carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Schade, Heitkam, Contes and Dixon. ABSENT: Trustee Valenti.

XI. ANNOUNCEMENTS

Snowman Crossing Update- A brief update was given on Snowman Crossing. The Board is invited to decorate an ornament for the tree. The ornament was placed in your mailboxes recently.

XII. ADJOURNMENT

Trustee Hoyle moved and Trustee Strutzel seconded **the motion** to adjourn the November 11, 2020 Library Board meeting at 8:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe