

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

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:31 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present in person: Trustee Ben Hoyle.

Upon roll call, the following Trustee was present via Zoom: Trustees Alexandria Contes, Lauren Dixon, Jeremy Heitkam, Sharon Schade, Dave Strutzel, and Natalie Valenti.

Also Present: Director Timothy Jarzemsky.

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 9, 2020 Regular Library Board meeting be approved. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the November Board meeting were reviewed. Trustee Valenti moved, and Trustee Contes seconded **the motion**, that the minutes of the November 11, 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 Strutzel seconded **the motion**, that the Board approve the payment of bills for the month of December, 2020, in the amount of \$37,044.19 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Schade, Strutzel and Valenti.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of November. Twelve Bloomingdale community groups and organizations participated in the 22nd annual Snowman Crossing. The 12 groups decorated trees on various days and times from November 22nd until December 1st. 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 16th, Computer Services video "Designing Web Pages with HTML" received 85 views on BPL's YouTube page. Youth Services's "Take It Make It Craft Box" is very popular. YS staff have been working hard to create programming outside library walls. Director Jarzemsky received many compliments about this program including a phone call

VII. REPORTS (Continued)

to him from the previous Library Director of BPL.

MONTHLY STATISTICS

Attachment D shows the activities for the month of November. Total circulation for the month of November was 21,336. This is a 20% increase in usage over November, 2019. In December 2019, we implemented auto-renewal of eligible library materials. This could account for the dramatic increase in circulation over November, 2019. Next month, we will have a more accurate comparison year over year.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – The 12/2 meeting will be discussed later on in the agenda.

BUILDING AND GROUNDS – The 11/24 special board meeting will be discussed in details later on in the agenda.

LIAISON REPORTS

SWAN – Attachment E is the SWAN quarterly meeting. Glenside, Roselle, and Warrenville libraries have joined SWAN. Full resource sharing will begin on 1/1/21. There was a scheduled service interruption last Saturday, 12/5. Funding for SWAN will be reduced slightly so this may affect our budget.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The Friends decorated a tree for Snowman Crossing.

BIG – No report.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

VILLAGE CO-SPONSORED EVENTS FY 21-22

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 Library is asking for \$5,500.00. He noted that BPL did not ask or receive any money from the Village this year as most special events were cancelled.

X. NEW BUSINESS (Continued)

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

Director Jarzemsky suggested dates of Saturday's in January or February. After a brief discussion, it was agreed that the meeting take place on February 13th. The meeting will be held between 9:00 a.m. and 1:00 p.m. in person or via Zoom.

APPROVAL OF TANDEM CONSTRUCTION BID FOR HANICAPPED LIFT REPLACEMENT

Bids were received the morning of 11/18 at 10 a.m. The scope of work includes but is not limited to the removal and replacement of all existing handicap vertical lift equipment and all associated work. Plans and specifications were distributed to six potential bidders after the required pre-bid meeting. Four bids were received. The lowest responsible bidder was Tandem Constructions Inc. There was a tight grouping of bidders which is characteristic of very competitive bids. DLA Architects conducted a scope review with Tandem Construction Inc. to confirm their bid was complete. Tandem Construction Inc. bid was \$43,384. This cost includes everything required for the replacement of the existing lift, including all electrical connections as well as any required modifications to the existing lift shaft.

After careful review, Trustee Strutzel moved, and Trustee Contes seconded **the motion**, Tandem Construction Inc. bid in the amount of \$43,384 be approved. The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Schade, Strutzel and Valenti.

DUPAGE COUNTY CLERK LETTER

Director Jarzemsky confirmed with the DuPage County Clerk's office the current board and department head information. They will use this list when emailing out the Statement of Economic Interest filling. The email will come early March.

DIRECTOR EVALUATION PROCESS

The Board had a lengthy discussion on how they wish to handle the Director Review process. Next month they will discuss again to finalize a review plan.

COVID-19 UPDATE

Director Jarzemsky gave an update on COVID-19 and what BPL is doing. We changed our rules and procedures to fit the current Governor guidelines based on what tier DuPage County is in. BPL changed our limit to 35 people allowed in the building at once. We have a 1 hour limit for the public. We removed seating around the library; however there is still limited seating available. We have cancelled all indoor meeting rooms and programming until 1/31/21. This could extend based on what tier we are in.

X. NEW BUSINESS (Continued)

FROIO ESATE DONATION- REPORT OF SPECIAL MEETING

Attachment J is the board minutes from the 11/24/20 Froio Estate Donation Special Board meeting. Director Jarzemsky disrupted the DLA Architects Visioning Workshop Summary. The Board discussed this in great detail.

APPROVAL OF NEW SALARY SCALE DUE TO JANUARY 1ST MINIMUM WAGE INCREASE

As the minimum wage increases, BPL needs to prepare for those changes. A Finance Committee sub meeting with Director Jarzemsky, Trustee Hoyle and Trustee Dixon convened on 12/2/20 to discuss the next minimum wage increase on 1/1/21.

On 12/2/20, the committee reviewed the packet prepared by Director Jarzemsky which outlined the phased increases to the minimum wage mandated by Illinois law, the current salary structure, benchmarked structures provided by HR source, a recommend change to the lowest paid structures, and an article about wage compression. The committee also asked about staff that would have individual salaries adjusted due to the minimum wage changes. After a lengthy discussion the committee felt that the recommend changes to the BPL salary structure were acceptable and that the committee supported presenting the changes to the full Board at the December Board meeting.

After careful review, Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, the approval of the new salary scale due to the 1/1/21 minimum wage increase be approved a presented. The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Schade, Strutzel and Valenti.

REVIEW OF 2021 CANDIDATE'S GUIDE FOR LIBRARY TRUSTEE

Director Jarzemsky reminded the Board to review the 2021 Candidate's Guide and to make sure everything for the election was completed and dropped off at the VOB between 12/14-12/20/20.

XI. ANNOUNCEMENTS

Stan Poplonski passed away. The Library will send flowers on behalf of the Board and staff. Stan was very involved in the community and will be greatly missed. His wife, Branka, served on the Library Board for a number of years. Stan was very involved with the Bloomingdale Lions Club who often meets at the library using our meeting room spaces. Director Jarzemsky plans to attend his funeral.

XII. ADJOURNMENT

Trustee Hoyle moved and Trustee Contes seconded **the motion** to adjourn the December 9, 2020 Library Board meeting at 8:50 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe