

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 12, 2020**

I. CALL TO ORDER

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

II. ROLL CALL

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

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The February Board Meeting Agenda was reviewed. Trustee Rothbaum moved, and Trustee Valenti seconded **the motion**, that the agenda of the February 12, 2020 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the January Board meeting were reviewed. Trustee Rothbaum moved, and Trustee Valenti seconded **the motion**, that the minutes of the January 8, 2020 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 February, 2020 in the amount of \$94,216.43 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade and Contes. ABSENT: Trustee Heitkam.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of January. On January 13th, 86 patrons attended "Grace Kelly: American Princess". In this historical portrayal, award-winning actress and historian Leslie Goddard portrayed the woman who transformed from a Hollywood superstar to a real-life princess. On January 21st, 61 patrons attended "Charisma & Character: The Life of Cary Grant". Historian Jim Gibbons discussed Grant's unstable childhood, his years attending boarding schools, his early years in vaudeville troops and his pursuit of fame and acting. Youth Services had a well-attended event on January 20th. 255 people attended Daniel Laib: Magic and Art Show. The large crowd enjoyed Daniel and his engaging storytelling and magic mixed with art. BPL participated in Valentines for Veterans again this year. Beginning Winter break through January 31st patrons, staff, schools and community groups were asked to make Valentines for Veterans that are stationed in Afghanistan and Iraq or are patients in Hines

VII. REPORTS (Continued)

Hospital. 510 valentines were made at BPL. Director Jarzemsky passed around a thank you letter BPL received for making the cards and he also thanked Kandy Jones, School Liaison, for her hard work on this. 34 patrons attended “Heather Braoudakis Presents: Girls of the '50s” On January 14th, they were the “Girls” of the ‘50s, our favorite female vocalists. It was a decade for women like Doris Day, Dinah Shore, Patti Page, Judy Garland, and Debbie Reynolds. Heather Braoudakis sang their hits and shared their stories. Youth Services has been reaching out to the community to do storytime; we’ve had the police, public works, and fire. On January 27th, BPL had our very own Letter Carrier Daryl do a “Community Storytime: Post Office”. Daryl came to read a story, then after a letter storytime, children colored postcards that will get delivered to their house. Director Jarzemsky thanked Katie Richert, Youth Services Assistant Department Head, for all her hard work on setting these up.

MONTHLY STATISTICS

Attachment D shows the activities for the month of January. Circulation was up by 14.5% overall.

STANDING COMMITTEES

PERSONNEL – Director Jarzemsky will set up a sub-committee meeting with Trustee Hoyle and Contes for the annual set max raises meeting. Attachment E shows the consumer price index for December 2019.

POLICY – No report.

FINANCE – Attachment F are agenda’s from two sub-committee meetings on 1/15 and 1/25 with Trustee Hoyle and Dixon to review the fund balance suggestion made by the auditor on BPL’s last audit. There will be a further discussion and attachment later on in the agenda.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

SWAN – No report.

VILLAGE – Trustee Valenti gave verbal report.

FRIENDS OF THE LIBRARY – The Friends have an upcoming Poetry Night at BPL on 2/18. The Board is invited to attend. The Friends are working with Beth Dover, PR/Marketing Coordinator to get the word out to the public. Director Jarzemsky suggested contacting the teens to invite them.

BIG – Director Jarzemsky gave a recap from the last BIG meeting.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

ANNUAL STATEMENT OF PROPERTY TAX PAYMENTS

Director Jarzemsky provided the Board with the letter from Gwen Henry, DuPage County Treasurer, which shows the annual statement of 2018 Real Estate Tax collected for and distributed to the Library.

IMET LIQUIDATING TRUST UPDATE

Attachment H is an update on the IMET (IL Metropolitan Investment Fund) Liquidating Trust Participate. IMET has an upcoming annual meeting that any Board members are invited to attend.

2020 ILLINOIS STATE LIBRARY ANNUAL CERTIFICATION

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

FUND BALANCE TARGET

Attachment F are agenda's from two sub-committee meetings on 1/15 and 1/25 with Trustee Hoyle and Dixon to review the fund balance suggestion made by the auditor on BPL's last audit. Director Jarzemsky and the sub-committee spoke with local libraries and the Village on their Fund Balance practices and policies. Attachment J is wording to provide to our auditor as financial statement. It goes as followed; The BPL targets an unassigned fund balance equal to 50% of the average of total revenues, including transfers in and total expenditures, including capital outlay and transfers out. Balances in excess of this amount may be transferred to the Building Fund for capital expenditures.

Trustee Contes moved and Trustee Valenti seconded **the motion**, that the Board approve the financial statement to provide to the auditor during an audit. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade and Contes. ABSENT: Trustee Heitkam.

MAKERSPACE UPDATE

Attachment K shows the PowerPoint presentation for BPL's future Makerspace. The PowerPoint was given to staff at a recent meeting who will be involved with the process/staff of the Makerspace. It showed a rough schedule, planning priorities, design, equipment, training for staff, hours/staffing, patron access/usage, public input/PR, and homework was given to the staff at the meeting.

SEXUAL HARASSMENT TRAINING REQUIREMENT

As a result of a new 2020 law, BPL staff will be required to have sexual harassment training. BPL has till December 31, 2020 to complete this year's training. Director Jarzemsky is looking into options on how to complete this training each year. He will work closely with Jamie Schingoethe, Business Office Assistant Department Head, in order to complete this requirement each year.

Removal from Roll: Trustee Natalie Valenti leaves the meeting at 8:45 p.m.

MISSION STATEMENT REVIEW

The Board was asked to review the current Mission Statement for BPL. The current Mission Statement goes as follows: the mission of the Bloomingdale Public Library is to provide access to high-interest, high-demand, informational, educational, cultural, and recreational library materials and services in a variety of formats and technologies; to stimulate a desire to learn in children and encourage lifelong learning for all ages; and, to be responsive to the needs of the community with useful and timely access to knowledge, information, and resources. At the March Board meeting: we will compile the suggestions into one statement. The Board will then be asked to consider approving the new Mission Statement.

BEST OF BLOOMINGDALE

Director Jarzemsky invited the Board to attend the Best of Bloomingdale Award Ceremony on March 5th. BPL won overall Best of Bloomingdale 2019 after being nominated in the non-profit category. Jamie Schingoethe, Business Office Assistant Department Head will send out an email to ask who wishes to attend.

SUMME CONCERT SERIES 2020

BPL hosts three concerts annually: this summer on June 12th, July 10th, and August 14th. Jamie Schingoethe, Business Office Assistant Department Head, and Kristina Giovanni, Adult Services Programmer, are in charge of the concerts for the library. The concerts are co-sponsored by the Village. Director Jarzemsky stated who would be performing and the library's efforts to provide entertainment that will include special needs individuals and local nursing homes. Director Jarzemsky explained how the residents love the concerts and the hard work done by BPL staff and Village to make this a successful event each year.

XII. ANNOUNCEMENTS

Love Our Veterans Collection- The Love Our Veterans collection supports Bloomingdale VFW Post 7539. During the month of February, donations of Move in Essentials will be accepted at the Library as well as at the Village Hall, Fire Department, and Park Distinct facilities. Donated items will be provided to Veterans who are exiting homelessness. Only new, store-bought items will be accepted.

XIV. ADJOURNMENT

Trustee Rothbaum moved and Trustee Dixon seconded **the motion** to adjourn the February 12, 2020 Library Board meeting at 8:58 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe