

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MARCH 11, 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, Sharon Schade and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: None.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The March Board Meeting Agenda was reviewed. Trustee Hoyle moved, and Trustee Rothbaum seconded **the motion**, that the agenda of the March 11, 2020 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the February Board meeting were reviewed. Trustee Hoyle moved, and Trustee Heitkam seconded **the motion**, that the minutes of the February 12, 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 Hoyle seconded **the motion**, that the Board approve the payment of bills for the month of March, 2020 in the amount of \$89,114.46 and the transfer of approximately \$225,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade, Heitkam and Contes.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of February. In February, BPL participated in the Love Our Veterans drive along with the Village and other village entities to support VFW Post 7539. According to veterans, Larry and Joe, who picked up the boxes, we collected the most of all the donation locations. We had over 30 boxes of donated items. Pictures were included in the report. BPL Winter Reading Program took place December 16th- February 7th. This year's theme was "The S'more You Read, The S'more You Know." Director Jarzemsky announced that Lisa Palmer is retiring on 3/27/20 and Katie Richert has been hired as the new Youth Services Department Head. Katie Richert has been with BPL for about 6 years as the Youth Services Assistant Department Head. Kandy Jones. School Liaison and Leslie Blount, Youth Services Assistant attended Dujardin Elementary Science Fair on February 6th. The library brought Little Bits and other Science Kits for hands on participation at the school's

VII. REPORTS (Continued)

science fair night. Trustee Hoyle provided photos of the event that Beth Dover, PR/Marketing Coordinator posted on our social media. Kandy Jones and Christine Sporleder, Circ/Tech Department Head attended St. Matthews on February 27th. The Library had a table with Library card sign ups at the school's Family Reading night.

MONTHLY STATISTICS

Attachment D shows the activities for the month of February. Circulation was up by 18% overall. Books and material were up.

STANDING COMMITTEES

PERSONNEL – Attachment E is minutes from the Personnel Committee Meeting on February 28th. This will be discussion further in the agenda.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

SWAN – There was a SWAN meeting in March. There will be a report next Board meeting.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The Friends of the Library Book Sale is in a couple of weeks. The Friends are working on future fundraisers and have a meeting in coming up in April.

BIG – Director Jarzemsky will ask who would like to attend the BIG meeting at the April Board meeting.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

ELECTION POLLING PLACE

The Library is a polling place for the General Primary on March 17th. Kelly Cusack, Maintenance Supervisor will be here to open the building early.

IX. NEW BUSINESS (Continued)

APPROVE LANDSCAPING CONTRACT

The library uses an outside contractor for landscaping services; weekly lawn maintenance, mulch installation, summer flower planting and fall mum planting. Attachment G shows two contracts for the summer planting services from Blue Violet Landscaping and ALAN Landscape Maintenance Snow.

The Board reviewed the documents and selected the lowest qualified contract.

Trustee Valenti moved and Trustee Contes seconded **the motion**, that the Board approve Blue Violet Landscaping for the summer annuals contract in the amount of \$1,630.00. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade, Heitkam and Contes.

TENTATIVE DRAFT BUDGET

A tentative draft budget was distributed to the Board. The 2020/2021 budget year figures were shown. This is a tentative budget and a more detailed budget and discussion will take place at the April Board meeting. The budget is anticipated to be approved at the May meeting.

CHAMBER STATE OF THE VILLAGE LUNCH

Director Jarzemsky invited the Board to attend the State of the Village Luncheon on April 9th. Jamie Schingoethe, Business Office Assistant Department Head will send an email inviting the board.

SET MAX RAISE FOR FY 2020/2021

The determination of the percentage of raises is a necessary component of the budget process. The salary program is a combination of the cost of living and merit raises. Director Jarzemsky explained how raises are given to employees and how employees can receive a higher raise based on evaluation scores. The data provided included recent inflation data, industry and cost of living figures. A history of past raises was also included.

Trustees Hoyle and Contes met as the Personnel Committee and a discussion took place concerning the data provided. The recommendation is 3%.

Trustee Hoyle moved and Trustee Rothbaum seconded **the motion**, to approve a maximum raise of up to 3% for fiscal year 2020/2021. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade, Heitkam and Contes.

IMET ANNUAL MEETING

Director Jarzemsky invited the Board to attend the upcoming IMET meeting. Trustee

IX. NEW BUSINESS (Continued)

Contes and Schade both wish to attend.

CORONAVIRUS REPONSES

Director Jarzemsky gave the board an update on the Coronovirus. The Library has instituted procedures to sanitize counter tops and desks. We have also provided hand sanitizer to staff and visitors.

MISSION STATEMENT

The current Mission Statement reads 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.

Trustee Hoyle moved and Trustee Valenti seconded **the motion**, to approve the revised Mission Statement.

It approved revised statement reads: The Bloomingdale Public Library is a welcoming community gathering place. Our 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.

The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade, Heitkam and Contes.

LOGO REFRESH

Attachment M is a memo regarding a logo refresh. The Board reviewed the refreshed logos and they asked that Beth Dover, PR/Marketing Coordinator slightly modify the font of “for learning...for life”. The Board expressed thanks for this effort.

SPECIAL EVENTS CALENDAR 2020

The Special Events Calendar for 2020 was reviewed and a recap of all the major special events was given. It was noted that special events are subject to change. Winter Reading program will be edited on the document to match Summer Reading.

XII. ANNOUNCEMENTS

Community Exemplar Award- Tim Jarzemsky: Director Jarzemsky was honored with the
XII. ANNOUNCEMENTS (Continued)

Community Exemplar Award from School District 13. He has the award on display in his office.

Friends of the Library Book Sale: Attachment P is a flyer Beth Dover created for the Friends Book Sale. The upcoming Book Sale will take place on March 28 and March 29.

Census 2020: Attachment Q is a flyer Beth Dover created for the Census.

Lisa Palmer’s Retirement Invite: The Board is invited to attend Lisa Palmer’s retirement party on March 26th.

XIV. ADJOURNMENT

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the February 12, 2020 Library Board meeting at 8:49 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe