

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

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:32 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 April Board Meeting Agenda was reviewed. Trustee Hoyle moved, and Trustee Contes seconded **the motion**, that the agenda of the April 8, 2020 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the March Board meeting were reviewed. Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the minutes of the March 11, 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 April, 2020 in the amount of \$77,229.13 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, Rothbaum, Schade and Valenti.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events that took place at the library during the month of March. 43 patrons attended "Chef Maddox Presents: Irish Cuisine!" on March 10<sup>th</sup>, Chef Maddox helped us celebrate St. Patrick's Day with recipes from the Emerald Isle. 45 patrons attended, "Stratford Mall Storytime" on March 5<sup>th</sup>. Our storytime at the mall focused on colors. We used songs, stories, and flannels to interact with the lively audience. 60 patrons attended, "Bloomington Park District Storytime" on March 15<sup>th</sup>: The monthly storytime for the Kindergarten Park District classes focused on reptiles. Afterwards, we made an alligator. Lisa Palmer retired on 3/27/20. She was here for 8 years and will be greatly missed. Katie Richert has fulfilled the position of Youth Services Department Head. Director Jarzemsky thanked Beth Dover, PR/Marketing Coordinator for her detailed Marketing report. On the final day the library was open before closing due to COVID-19 (March 15, 2020) patrons from Bloomington and surrounding communities checked out

## **VII. REPORTS (Continued)**

4,414 items. Bloomingdale's average circulation on Sundays is 250 items.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of March. Total circulation for the month of March was 14,228. Included in this count are 1,083 items borrowed by patrons from other libraries.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Director Jarzemsky gave an verbal update on the Makerspace including pictures.

### **LIAISON REPORTS**

**SWAN** – Attachment E shows the March 5<sup>th</sup> SWAN quarterly meeting. On page 5 of the report, the Clarity Task Force reported their online feedback Clarity reviewed the 17 commented from 13 libraries. BPL provided 2 questions.

**VILLAGE** – No report. Director Jarzemsky re-shared that the Village Public Works are using our downstairs AB meeting rooms in order to social distance due the COVID-19 pandemic.

**FRIENDS OF THE LIBRARY** – The Friends reported that everything is cancelled until further notice including the book sale in March.

**BIG** – The BIG meeting for April is cancelled.

## **VIII. UNFINISHED BUSINESS**

### **FISCAL YEAR 2020-21 BUDGET REVIEW**

Director Jarzemsky presented a proposed draft budget tonight with approval scheduled for May's Board meeting. This is the second review of the budget; it was once reviewed already in March. Staff reviewed the proposed budget and last year's budget items were used as a base line for each line item. Director Jarzemsky discussed the general fund line items, levy statistics and projections. The levy is the cash amount the Library collects from property taxes from property owners each year. Director Jarzemsky asked the Board to prepare approval of a levy amount at the May's Board meeting. The grand total was up by approximately 1.17% however that number may change after all the final numbers are in

## **VIII. UNFINISHED BUSINESS (Continued)**

and reviewed.

## **IX. NEW BUSINESS**

### **2019 EQUALIZED ASSESSED VALUATION**

Director Jarzemsky reviewed Attachment G, a letter from DuPage County regarding 2019 tax year. The Library has no control over property values in the Village. The new valuation was \$897,935,373. The tax rate is .3333.

### **RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FY2020/2021**

President Rothbaum presented Resolution No. 2019/2020-2 entitled "Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois."

Trustee Hoyle moved and Trustee Schade seconded **the motion** that said resolution as presented be adopted. After a full discussion thereof, President Rothbaum directed that the roll be called for a vote upon the motion to adopt said resolution. Upon the roll being called, the following Trustees voted AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Rothbaum, Schade and Valenti. NAY: None. Absent: None.

Whereupon President Rothbaum declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois, which was done.

### **INVESTMENT OF PUBLIC FUNDS (JAN-MARCH)**

As mandated by State law, a discussion took place concerning the Library's investments as detailed in the written quarterly report. The report lists all investments and the location of the invested money and the market value.

### **COVID-19 UPDATE**

Attachment J shows COVID-19 closure information which is on BPL website, SWAN info, BPL e-news letters sent via email and a PowerPoint presentation "Coronavirus Response. Beth Dover, PR/Marketing Coordinator has been updating social media. Key staff have been reporting to work to do tasks such as payroll, billing, etc. BPL now has external Wi-Fi available for the public outside the library. Director Jarzemsky thanked the staff and board for their hard working during this time.

### **NON-RESIDENT LIBRARY CARD PROGRAM**

Attachment K was presented, Director Jarzemsky explained the Non-Resident Card

**IX. NEW BUSINESS (Continued)**

Program to the Board.

If you do not live within the boundaries of the Village of Bloomingdale or in another library district, you are considered a non-resident. A library card can be purchased for one year only. The homeowner non-resident library card fee is based on the Library’s tax rate of .3333 multiplied by the assessed valuation of the property divided by \$100.00. Approximately 5 non-resident cards are purchased per year. There are two non-residential areas near our Library boundaries which are Medinah and Mallard Lakes Estates.

Trustee Hoyle moved and Trustee Rothabaum seconded **the motion**, that the Board approve the 2020/2021 non-resident public library card fee program as presented. The motion carried by roll call vote. AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Rothbaum, Schade and Valenti. NAY: None. Absent: None.

**2021 IMRF RATE**

Attachment L is a preliminary notice of IMRF contribution rate for calendar year 2021. The rate in 2020 was 13.05% and the rate for 2021 is 13.40%.

**KARA FOUNDATION LETTER**

Attachment M is a letter to Patrick DeMoon thanking him for his generous donation of \$1,000 to the library. The Kara Foundation donation will be used to purchase a Silhouette Cameo 4 Plus, Silhouette AutoBlade, Cricut Maker, Cricut EasyPress 2, Cricut EasyPress Mat and a Luxja Foldable Bag. These items will be used in our Makerspace, opening to the public later in 2020.

**EXECUTIVE DIRECTORS REVIEW PLAN**

There is no plan for Director Jarzemsky review; this topic will be discussed again at the May Board meeting.

**XII. ANNOUNCEMENTS**

**XIV. ADJOURNMENT**

Trustee Hoyle moved and Trustee Contes seconded **the motion** to adjourn the April 8, 2020 Library Board meeting at 8:54 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Minutes recorded by Jamie Schingoethe