

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 13, 2020**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:36 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present via Zoom: Alexandria Contes, Lauren Dixon, Jeremy Heitkam, Ben Hoyle, Bonni Rothbaum, Sharon Schade and Natalie Valenti. Also Present: Director Timothy Jarzemsky, Christine Sporleder, Circ/Tech Department Head and Sean Luster, Computer Services Department Head. Absent: None.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The May Board Meeting Agenda was reviewed. Trustee Rothbaum moved, and Trustee Hoyle seconded **the motion**, that the agenda of the May 13, 2020 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the April Board meeting were reviewed. Trustee Rothbaum moved, and Trustee Contes seconded **the motion**, that the minutes of the April 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 Heitkam seconded **the motion**, that the Board approve the payment of bills for the month of May, 2020 in the amount of \$80,336.43 and the transfer of approximately \$225,000.00 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 April. Katie Yager, Teen Librarian, printed 72 PPE to donate to AMITA Health of Glen Oaks using BPL's 3D printers from her house. She used 3,600 grams of filament and the total cost so far is \$360. The total running time is 194.24 hours but Katie will continue to print more PPE supplies to donate. Many SWAN libraries are doing this as well; there is a list on the SWAN website. Director Jarzemsky highlighted staff receiving anniversaries this month. On May 1st Kelly Cusack, Maintenance Supervisor, reached 7 years here at BPL. On May 10th Kandy Jones reached 25 years at BPL and on May 21st Fran Fleischhacker reached 9 years. On May 22nd Lisa Heil reached 30 years here at BPL. On May 31st Ginger Boskelly reached 14 years. The Librarian Report looks different this month as we are closed to the public due to the COVID-19 pandemic. The department reports reflect work

VII. REPORTS (Continued)

staff did from home and at work.

MONTHLY STATISTICS

Attachment D shows the eResources for the month of April. This report looks different than normal as everything reported are eResources. Kanopy is a new eResource that we just purchased for BPL patrons. Kanopy was highlighted in our marketing in April. Christine Sporleder, Head of Circ/Tech, explained features of Kanopy. Kanopy is an online streaming service, meaning what you want to watch is available instantly. Just visit the Kanopy website or download the app and use your library card to create an account. Kanopy limits 10 "plays"/titles per month per Library card, it's available for Bloomingdale cardholders only. The checkout period is 72 hours (3 days). Kanopy also has content for children, called Kanopy Kids. One click on a kid's film gets you unlimited access to all kids' titles for the next 30 days and it only counts for one of your 10 plays for the month. We had 41 online card registrations, which is something new we are featuring during this time. Digital Library of Illinois was up this month at 74,479. Axis 360 was up this month at 32,875. Hoopla was up this month at 389,088.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky gave a verbal update on the Makerspace. Later on in the agenda there is an attachment on the topic.

LIAISON REPORTS

SWAN – Attachment E recapped the SWAN's COVID-19 response, Library reopening survey results, Library reopening plan overview, SWAN's reopening plan, preparation and coordination of Library Services and Communication to the Public. SWAN discussed what different libraries are doing for curbside; this was a major topic of discussion during the meeting. BPL will start curbside soon; Director Jarzemsky has been in contact with other Library Directors on what their library will be offering for curbside. Information about BPL's curbside will be discussed further on the agenda.

VILLAGE – No report. The Public Works employees that were using our lower level meeting rooms have cleared out as of today, 5/13. They used our meeting rooms since March to social distance to help space out the public works employees into three locations. BPL will need full access to our parking lot in order to efficiently starting curbside. Public Works had many vehicles in our parking lot which would be too many vehicles in one lot in

VII. REPORTS (Continued)

order to do curbside. The Village thanked us for letting them use our meeting rooms spaces.

FRIENDS OF THE LIBRARY – No report.

BIG – BIG meetings have been suspended until further notice.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

EXECUTIVE ORDER AND RESTORE IL PLAN

Attachment F is an Executive Order in Response to COVID-19. Currently IL is in Phase 2.

CURBSIDE ARTICLE

Attachment G is an article about curbside. Director Jarzemsky attended a Zoom Library Directors Meeting to discuss curbside and what other libraries are doing. Naperville already started curbside services.

BPL REOPENING PLAN

Attachment H is a BPL's reopening plan. Director Jarzemsky read the document in its entirety. Christine Sporleder explained the phrases of curbside and job descriptions of curbside in detail. Curbside will have a soft opening on 5/18 and officially open on 5/20. All department will be involved and participating in curbside.

RESOLUTION ESTABLISHING CERTAIN ESSENTIAL LIBRARY FUNCTIONS

Trustee Rothbaum presented the Resolution Establishing Certain Essential Governmental/Library Functions of the Bloomingdale Public Library.

Trustee Contes moved and Trustee Schade seconded **the motion** that said resolution 2020/2021-2 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. NAYS: 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.

IX. NEW BUSINESS (Continued)

APPROVAL OF OPERATING BUDGET

Director Jarzemsky stated that the budget has been reviewed previously at last month's meeting. Attachment J shows the Fiscal Year 2020\2021 budget details. Department Heads and other library supervisors had input in creating the budget lines within Attachment J. The projected General Fund expenditure for FY 2020/2021 is \$3,081,825.00.

After a final review and discussion of the budget document, Trustee Hoyle moved and Trustee Heitkam seconded **the motion**, that the Board approve the Budget of \$3,081,825.00 for Fiscal Year 2020/2021 as presented.

The motion carried by roll call vote. AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Rothbaum and Valenti. NAYS: Trustee Schade. ABSENT: None

APPROVAL OF 2020/2021 SALARY SCALE

Trustee Rothbaum moved and Trustee Valenti seconded **the motion** that the Salary Scale for FY 2020/2021, as recommended in executive session be approved.

The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Rothbaum, Schade and Valenti. NAYS: None. ABSENT: None

APPROVAL OF TRANSFER TO BUILDING FUND

Director Jarzemsky presented the proposed transfer of \$250,000 from the 2019/2020 Operating Budget to the Building Fund.

We annually budgeted for a year-end transfer to the building fund. These transfers are essential in maintaining the reserves in our Building Fund which is the source for all our capital projects. As required by law the library maintains and updates a plan for the use of these funds. The key to managing the Building Fund in a fair and prudent manner is to have a plan for the use of the funds. The Library's Building Fund schedule details plans for the Building Fund over both short and long terms.

To ensure that we manage the Building Fund in a fair and prudent manner, we have to plan for the ultimate use of the funds. Our Building Fund schedule details plans for the Building Fund for both the short and long term. Therefore, Director Jarzemsky recommended that we approve this transfer.

Based on the discussion, Trustee Hoyle moved and Trustee Rothbaum seconded **the motion** to approve the Transfer to Building Fund. The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Rothbaum, Schade and Valenti. NAYS: None. ABSENT: None

IX. NEW BUSINESS (Continued)

RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS 2020/2021

Trustee Rothbaum presented the Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year beginning May 1, 2020 and ending April 30, 2021.

Trustee Contes moved and Trustee Hoyle seconded **the motion** that said resolution 2020/2021-1 as presented be adopted including an appropriation in the amount of \$3,500,576.19 and a levy in the amount of \$2,903,498.92 in which the Board noted the levy approved for 2020/2021 was the same as last years. This zero percent increase was made in response to the economic issues related to the COVID-19 pandemic.

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 and Valenti. NAYS: Trustee Schade. 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.

MEMO: MASK DONATIONS

Director Jarzemsky read a memo from Jamie Schingoethe, Business Office Assistant Department Head, regarding donations BPL received on her behalf.

MEMO: BPL PROGRAM CANCELATIONS

Due to the Covid-19 Pandemic and the Executive Orders of the Governor of Illinois, all in-person programming is canceled until further notice.

MEMO: MAKERSPACE UPDATE

Director Jarzemsky presented Attachment P which enclosed pictures of the Makerspace. The pictures include: Room D before, Construction Pictures 1-3, Glass wall and door, Upper and Lower Cabinets and Countertops.

STAFF IN-SERVICE: TENTATIVE PLANS

The In-Service day is a day set aside for staff recognition and useful for the employees to have some fun and training. The tentative date for the In-Service is Friday, September 25, 2020. This date is subject to change.

XII. ANNOUNCEMENTS

XIV. ADJOURNMENT

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the May 13, 2020 Library Board meeting at 9:29 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe