

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JUNE 10, 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 in person: Alexandria Contes, Lauren Dixon, Bonni Rothbaum, and Sharon Schade. Upon roll call, the following Trustees were present via Zoom: Ben Hoyle and Natalie Valenti. Also Present: Director Timothy Jarzemsky, Sean Luster, Computer Services Department Head and Christine Sporleder, Circ/Tech Department Head. Absent: Trustee Jeremy Heitkam.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The June Board Meeting Agenda was reviewed. Trustee Hoyle moved, and Trustee Contes seconded **the motion**, that the agenda of the June 10, 2020 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the May Board meeting were reviewed. Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the minutes of the May 13, 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 Schade seconded **the motion**, that the Board approve the payment of bills for the month of June, 2020 in the amount of \$149,395.82 and the transfer of approximately \$305,000 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Rothbaum, Contes, Schade, Dixon, Hoyle and Valenti.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of May. Last month Katie Yager, Teen Librarian, printed 72 PPE. This month, she printed 71 PPE. The total of both last month and this month is 143 PPE. The PPE is being donated to AMITA Health Group. Director Jarzemsky thanked Katie for her hard work. Sophia Apostolopoulos's last day was May 31st; she resigned in order to spend more time with her family. She worked here for 3 years and we will miss her. Director Jarzemsky highlighted staff anniversaries for BPL staff for the month of May. On May 5th Suzan Elmasry reached 13 years at BPL. On May 7th, Rachel Petkewicz reached 2 years at BPL. On May 9th, Amalia Conforti reached 17 years at BPL. Director Jarzemsky gave a curbside summary. Curbside service officially started on

VII. REPORTS (Continued)

May 20 with assistance from every library department. Between May 20 and May 31, staff served 364 patrons via drive up and walk up service. BPL now has external WiFi available to the public. Director Jarzemsky thanked Kelly Cusack, Head of Maintenance, Sean Luster, Head of Computer Services and his staff for installing it and making sure it runs properly. Director Jarzemsky highlighted all of the virtual programs Adult Services, Computer Services and Youth Services.

MONTHLY STATISTICS

Attachment D shows the eResources for the month of May. May report is different than the normal monthly report because everything is an eResource.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – The Audit begins June 10th.

BUILDING AND GROUNDS – The Makerspace is 99% finished. We are waiting on the glass backsplash to be installed. We also received damaged cabinets, that we returned and waiting on replacement cabinets. Adult Services and Youth Services staff have been hard at work bringing supplies back into the room and re-organizing it.

LIAISON REPORTS

SWAN – Attachment E is RAILS Plans to Resume Delivery.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – No report.

BIG – All B.I.G. meetings have been suspended until further notice.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

FY 2020 IL PER CAPITA GRANT

Bloomington Public Library was awarded a FY 2020 Illinois Public Library Per Capita Grant in the amount of \$27,522.50. Director Jarzemsky mentioned that this award letter is simply letting us know what the grant amount will be. The actual check has not been received.

IX. NEW BUSINESS (Continued)

CURBSIDE SERVICE

Director Jarzemsky gave a summary of curbside services. The attached pictures show various stages of curbside. We have a “welcome back” white board, curbside hours, curbside supervisor and building supervisor. The photos show each station of curbside service: the runner/lobby area, the tables in the front of Circ, ref desk, and the Conference room with items in the 72 quarantine. The photos show the walkies talkies purchased for curbside and staff cleaning down surfaces every hour. The pictures also show the curbside spots; 1,2 and 3. Director Jarzemsky thanked Circ/Tech staff and every department for their hard work and team work during this difficult time.

THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT(FFCRA)

The FFCRA or the Families First Coronavirus Response Act is paid sick leave and expanded family and medical leave. BPL staff have been advised of this new benefits.

CARE PACKAGE FOR ILLINOIS ARMY NATIONAL GUARD

Attachment I is an update on BPL Staff Holiday Care Package Drive for Illinois Army National Guard 108th Sustainment Brigade. In December 2019, BPL staff are encouraged to voluntarily donate care package items to send to the Illinois Army National Guard’s 108th brigade. These brave men and women are currently deployed to Iraq. This collection is close to the hearts of BPL as Katie Yager’s husband is among the soldiers serving in the 108th Brigade. Conditions for troops in Iraq are less than ideal, and treats from home are a great moral booster. To ensure the care packages get to the troops in time for the holidays we will be collecting items only through December 1st. The Library will cover the shipping costs. This is a great way to spread holiday cheer and to support those who are defending our country. We will have a collection box in the Staff Lounge and the Business Office. An update on 6/2/20 was sent to staff. Katie Yager’s husband is finally home from his almost year-long deployment to Iraq with the 108th Sustainment Brigade. The 108th appreciated the care package from everyone here at the library so much that we were awarded with a certificate of recognition and also had a flag flown for the library. Beth Dover, PR Marketing Coordinator ordered flag display case which will hold the flag and certificate awarded to BPL. This will be displayed in the Business Office.

UPDATE REOPENING PLAN

Governor JB Pritzker has suggested that by the end of June 2020, the entire state may be moved to Phase 4 of the “Restore Illinois Plan”, this is the REVITALIZATION phase of his 5 step plan. Key public health benchmarks from the plan that will be achieved include: “The rate of infection among those surveillances tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm”. In anticipation of DuPage County, and the Village of Bloomingdale moving to Phase 4. BPL

IX. NEW BUSINESS (Continued)

staff have been monitoring the status of the Covid-19 pandemic, and has been seeking input from public health authorities, The Office of the Governor of Illinois, the Village of Bloomingdale/School/Park District and RAILS (Reaching Across Illinois Library System) and SWAN (System Wide Automated Network). The Bloomingdale Library is currently finalizing a plan to welcome patrons back into the building. RAILS Delivery will resume normal delivery option on June 29, 2020, this is a key to us being able to open to the public as visitors will then be able to get materials delivered from other SWAN libraries to fulfill their requests. We have ample supplies of PPE for staff, we also have sufficient cleaning and disinfecting supplies. We have acrylic shields at all public desks to protect staff. Lastly, we have signage guiding patrons to public desks, and markers on the floor to indicate the appropriate social distance. BPL will be ready to implement the General Guidelines from Phase 4 of "Restore Illinois" Plan which include: Gatherings with 50 people or fewer will be permitted. Business open with IDPH approved safety guidance. Retail opens with capacity limits and IDPH approved safety guidance. We will be ready and able to implement any additional IDPH guidelines that are recommended for Libraries or similar type businesses. As a result, Director Jarzemsky stated, he is comfortable implementing phase 3 of our reopening plan which is attached. I am recommending that we start phase 3, on July 6th, 2020.

DIRECTORS'S EVALUATIONS-FORM DISTRIBUTED FOR JULY MEETING

Director Jarzemsky distributed a tool that the Board can use to help with his evaluation. Board President Rothbaum explained the process that was used in the past to come up with a rating and she will lead the evaluation in July.

XII. ANNOUNCEMENTS

XIV. ADJOURNMENT

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the June 10, 2020 Library Board meeting at 8:37 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe