

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

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:33 p.m.

**II. ROLL CALL**

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

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The July Board Meeting Agenda was reviewed. Trustee Rothbaum moved, and Trustee Hoyle seconded **the motion**, that the agenda of the July 8, 2020 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the June Board meeting were reviewed. Trustee Hoyle moved, and Trustee Rothbaum seconded **the motion**, that the minutes of the June 10, 2020 Regular Library Board meeting be approved as presented. The motion carried by voice vote. Absent: Trustee Jeremy Heitkam.

**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 July, 2020 in the amount of \$55,612.55 and approximately \$215,000.000 will spent during the month for bills and salaries but no amount will be transferred this month due to the Froio donation. The motion carried by roll call vote: AYES: Trustees Rothbaum, Hoyle, Heitkam, Schade, Valenti, Dixon and Contes.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events that took place at the library during the month of June. On June 1<sup>st</sup>; 28 patrons virtually attended "Claude Monet and the Story of Impressionism" via Zoom Webinar. Patrons learned about Monet's career and his favorite series subjects including: train stations, grain stacks, poplars, and waterlilies. On June 3<sup>rd</sup>, June 10<sup>th</sup>, June 17<sup>th</sup>, and June 24<sup>th</sup>, Youth Services staff presented storytimes virtually. These included songs, rhymes, and stories for families to enjoy. 67 patrons virtually attended these four programs. Youth Services staff has been working hard to create programming outside our library walls and on our sidewalk area! Staff have been hard at

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

work creating “Take it Make it” crafts. We placed it in a waterproof container outside for patrons on June 25th and over 100 crafts were taken by the 30th. Staff also decorated kindness rocks that were taken and traded within the community. Lastly, Julianna created a sidewalk obstacle course that incorporated movement and letter recognition. Carol “Cozy” Maxwell retired on 6/1/20. Cozy worked at BPL for 16 years in Circ/Tech. She will be missed. Director Jarzemsky gave brief update on Cozy and how the staff honored her. All of BPL staff signed a card and a donation collection for a gift and gift card was collected. An update on the donated masks even given. Curbside service ran all through the month of June, 6 days a week. Between June 1-30, staff served 917 patrons via drive up and walk up service. During this time period, circulation staff also pulled 3,030 holds, bagged them for pickup, and contacted all patrons to relay curbside pickup information. All incoming material returns accepted via the book drops are emptied twice daily by the Circulation supervisors. They are unloaded and quarantined for a minimum of 72 hours. During June, Circulation retrieved, quarantined, and checked in 7,247 items. This is approximately 125 quarantine bins. RAILS delivery of materials restarted on June 18th and 25th with a special pickup and drop off of library materials stored during closure. Bloomingdale processed 52 bins (2,236 items) of our materials; June 18-June 30. Regular, daily pickup and delivery resumed on June 29. Computer Services remains focused on our existing goals during the closure: bringing library services to patrons, supporting staff in their remote work, and updating the department wherever possible. We also spent much of June preparing for the library to reopen. BPL staff virtually attended ALA programming.

### **MONTHLY STATISTICS**

Attachment D shows the eResources for the month of June. The eResources were up year over year. 26 patrons registered for a library card online.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Attachment E is a Punch List from product architecture + design for the completion of the Makerspace. Everything listed on the punch list will be addressed and fixed before being finished.

### **LIAISON REPORTS**

**SWAN** – No SWAN meeting.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – Beth and the Friends removed all of the book sale books

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

and other items from the library and are now working with a woman who will try to sell them on Amazon. All upcoming book sales have been cancelled until further notice. The Friends in the future wish to continue the book sale area over by Circ.

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

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **JULY 6<sup>TH</sup> RE-OPENING**

Attachment F is a re-opening plan for BPL. We have reinvented yet another service model; this one with limited services, a limited number of patrons, and a library that has been updated with signs advising patrons where to seek help while maintaining social distance. Our priority is to open up in a way that ensures the health and safety of our staff, patrons, and community. The library has spent a great deal of time/money to provide PPE for all staff, and each department is working to make sure each desk is well stocked. BPL's opening date will be July 6th. Hours open to the Public: Monday, Wednesday, Friday 9-5, Tuesday and Thursday 1-9 and Saturday 1-5. Patrons are limited to one hour in the building. This is on the honor system; if we start regularly hitting our occupancy limit of 65 we will look at other methods. We will only provide basic services such as check out, pick up holds, fax, copier, scanner service, issuing new cards, basic reference and reader advisory help at YS and AS desks, computer lab open with a limited number of computers. No in-person programming will be offered at this time. No use of the meeting rooms through the end of August. No more than 65 visitors (not including staff) allowed in the building at any one time. This is based on state occupancy guidelines using our building's square feet. We are not including our staff areas, meeting rooms, staff lounge, mechanical rooms, or local history. If we hit the limit, patrons will have to wait until occupancy goes below 65. We will maintain a counter that adds for patrons entering and subtracts as they leave. We are adding physical acrylic barriers to all public desks. We will utilize signage directing patrons where to go for help, add floor signage for 6-foot distance when patron's queue up, and we will make aisles in the stacks one way. Staff will generally only assist patrons from behind a barrier. We are adding a hand sanitizer station at the front entrance. Staff will wear masks and have face shields handy. Gloves will be available at all desks for staff that wish to wear them. The Book Drop is the primary and recommended location for materials returns. A BPL employee will be stationed at the front to count total occupancy and to accept materials not deposited in the book drop. Very limited seating/tables will be available. Restrooms will be sanitized at the following times: Cleaning crew at night, Maintenance at 2-3 pm, we will rotate dept.'s to clean at 6 pm on Tuesday- Thursday and once on Saturday. All visitors entering the library will be required to wear Facemasks. Enforcement of this is based on Illinois Dept. of Public Health (IDPH) guidelines and Phase 4 plans from the Governor and the Illinois Dept. of Commerce and Economic Opportunity (DCEO) guidelines. We can offer visitors disposable facemasks (based on availability). The library will continue to purchase ample PPE to prioritize staff safety. Staff must follow

## **IX. NEW BUSINESS (Continued)**

our posted entry procedure and wear facemasks when in the building (exception when staff is alone in a closed office). Staff need to keep their face shields handy; these are not mandatory but in case the need arises they should be close by. Staff must practice good social distancing by keeping 6 ft. away from co-workers and patrons. Departments will maintain a printed cleaning/sanitizing schedule for the public desks and high touch areas in their work area. Staff within each Dept. will be responsible for cleaning and keep track of this. After July 6th all staff is expected to work all regular weekly hours in the building. The building will be open to employees our old regular hours M-Thurs 9-9, Friday and Saturday 9-5. To avoid crowding the lobby, staff should enter/exit through the rear staff entrance. Department Heads will be scheduling staff to prioritize social distancing. This may include scheduling staff to work on projects when patrons are not in the building, or employees may also be asked to work in an alternate location if staff areas get crowded. The 25 staff person limit will be removed. Director Jarzemsky thanked everyone for their hard work and preparation for this. Director Jarzmesky also thanked Beth Dover, PR/ Marketing Coordinator, for all of the signs you see around the library; it took a lot of time and effort on her end.

**At 8:24, BPL lost power and we had re-start the Zoom call.**

### **FROIO ESTATE UPDATE**

Attachment G is a receipt of initial distribution of Dominic Froio's estate. Dominic Froio recently passed away a few years ago and the Library received 11.4% share of his estate which will be given to us in two distributions. Director Jarzemsky expressed many thanks to Dominic for his generosity and stated the BPL is very lucky to receive this donation. BPL will memorialize his donation.

### **INVESTMENT OF PUBLIC FUNDS REPORT APRIL-JUNE 2020**

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, the location of the invested money and the market value.

### **ILLINOIS LIBRARY LAWS & RULES 2020 EDITION**

Attachment I is the cover of "Illinois Library Laws & Rules 2020 Edition" effective January 1, 2020. Director Jarzemsky stated any board member who wishes to have a copy the library would be happy to purchase them a copy. Director Jarzemsky, the Library, and the Business Office have a copy. It will be added to circulation and available to check out.

### **BLOOMINGDALE PUBLIC LIBRARY 2020 IPLAR**

The Library's Annual Report for Fiscal Year 2019/2020 for the Illinois State Library (Attachment J) was sent to the State and the Village as required by law. The report enables the library to be eligible to receive the State Capita Grant. All of March and April data was

## **IX. NEW BUSINESS (Continued)**

removed due to BPL closing.

## **XII. ANNOUNCEMENTS**

**BPL Featured in Programming Librarian:** One of BPL's virtual program was featured on the ALA website. Katie Yager's Program Model: Total Request Live: BPL Piano Show (Virtual) was submitted by Jessica to ALA Programs Office. They then featured it on their website. Director Jarzemsky shared his excitement for this honor.

**Children's Project:** Beth Dover, PR/ Marketing Coordinator, is collecting birthday party supplies to donate to the Humanitarian Service Project. A "Party – In- A – Bag" containing party supplies is given to each of the 700+ local impoverished children enrolled in the Children's project to help them celebrate their special day. A Party- In-A-Bag provides party supplies for one birthday party for 4-6 children.

## **XIV. Executive Session**

### **Semi-Annual Review of Closed Session Minutes**

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.

### **Library Director Review**

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act.

At 8:39 p.m. Trustee Hoyle moved, and Trustee Rothbaum seconded **the motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried by roll call vote. AYES: Trustees Valenti, Schade, Heitkam, Hoyle, Dixon, and Rothbaum. NAYS: None. ABSENT: None

## **XV. Approval of Items Reviewed in Executive Session\***

Trustee Hoyle moved and Trustee Contes seconded **the motion** that the FY 2020/2021 salary for the Library Director, as recommended in executive session be approved. The motion carried by roll call vote: AYES: Trustees Valenti, Schade, Heitkam, Hoyle, Dixon, and Rothbaum. NAYS: None. ABSENT: None

**XVI. ADJOURNMENT**

Trustee Holye moved and Trustee Dixon seconded **the motion** to adjourn the July 8, 2020 Library Board meeting at 10:09 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe