

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
AUGUST 12, 2020**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:34 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present in person: Alexandria Contes, Lauren Dixon, Jeremy Heitkam, Ben Hoyle, Bonni Rothbaum and Sharon Schade.

Upon roll call, the following Trustees were present via Zoom: Natalie Valenti.

Also Present: Director Timothy Jarzemsky. Absent: None.

Director Jarzmesky thanked Charlie Wilson in Computer Services for doing the set up for tonight's meeting.

III. PUBLIC DISCUSSIONS

No public present, Director Jarzemsky instructed Lisa Heil, Circ/Tech Assistant Department Head to wait by the front door for 10 mins for any public that may wish to attend. No public came.

IV. APPROVAL OF AGENDA

The August Board Meeting Agenda was reviewed. Trustee Hoyle moved, and Trustee Heitkam seconded **the motion**, that the agenda of the August 12, 2020 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the July Board meeting were reviewed. Trustee Contes moved, and Trustee Hoyle seconded **the motion**, that the minutes of the July 8, 2020 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Contes moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of July, 2020 in the amount of \$90,957.38 and the transfer of approximately \$260,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Valenti, Heitkam, Schade, Contes, Rothbaum, Dixon and Hoyle.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of July. Adult Services presented "Adult Take & Make - Postage Stamp Collage Art" on July

VII. REPORTS (Continued)

28th. The program had 16 participants and 34 YouTube views. This “Make & Take” art project taught patrons how to make a simple and beautiful collage art piece for the home by using vintage stamps. Patrons who registered picked up a Make & Take bag at the reference desk that included materials for the project, then they can view the “how-to” video recorded by Kristina Giovanni, Adult Services Programmer on YouTube. Youth Services presented “Take It Make It Craft Box”, over 1300 crafts and hours of entertainment have been given out. YS staff has been working hard to create programming outside our library walls and on our sidewalk area. Staff have been hard at work creating Take it Make it crafts. Staff also decorated kindness rocks that were taken and traded within the community. Suzan Elmasry retired on 7/6. She worked in Circ/Tech for 13 years. We will miss her. A card signed by the entire library and a gift card donated by staff was sent to her house. Nancy Aldrich retired on 7/29. She worked in Circ/Tech for 15 years. We will miss her. A card is being created and a gift card donation has started. Rachel White re-started at BPL on 7/31. Rachel previous was employed at BPL in the same position in 2018-2019. She moved away but has moved closer to BPL again which prompted her apply to an open position here at BPL again. Director Jarzemsky highlighted staff anniversaries for BPL staff for the month of July. On August 2nd Christine Sporleder reached 10 years at BPL, August 3rd Jessica Frazier reached 13 years at BPL, August 14th Sal Ochoa reached 1 year at BPL, August 20th Jill Baetiong will reach 2 years at BPL and on August 21st Sean Luster will reach 20 years at BPL. Besides, the normal tasks of the Business Office, they have been working hard to get PPE supplies for the library and staff. Beth Dover, PR/Marketing Coordinator has been very busy this month. One major project Beth has been working on is the Makerspace Survey. The survey is up on our website and has been distributed via eNews and the Village’s eNews. She will continue to promote this survey. Director Jarzemsky encouraged everyone to take the survey. Computer Services worked with the Detroit Public Library on developing online computer classes. They reached out to us wanting to replicate our program. Many patrons have been taking advantage of our new outdoor Wi-Fi. Adult Services, Teen, and Youth Services have been very active in online programming.

MONTHLY STATISTICS

Attachment D shows the eResources for the month of July. Even with limited hours Total Circulation was 16,681 compared to last year’s stat at normal hours of 21,290.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Makerspace is almost complete, two tasks left to complete. Electric work is needed in one location and installing one set of cabinets in another

VII. REPORTS (Continued)

location, then the project will be complete.

LIAISON REPORTS

SWAN – No meetings.

VILLAGE – No report. Director Jarzemsky has an upcoming meeting with the Village, Park District, and local schools. He will report back about the meeting at the September Board meeting.

FRIENDS OF THE LIBRARY – No report.

BIG – No report.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

APPROVAL OF CONTRACT TO REPLACE STAFF ENTRANCE DOOR

Director Jarzemsky presented pictures of the staff entrance door and explain why it needs to be replaced. The Board reviewed the Driessen Construction Contract to replace the staff entrance door.

Trustee Rothbaum moved and Trustee Hoyle seconded **the motion**, that the Board approve the contract to replace the staff entrance door in the amount of \$8,750.00.

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

APPROVAL OF CONTRACT TO REPLACE LOWER LEVEL DOOR & CONCRETE

Director Jarzemsky presented pictures of the lower level door and concrete and explained why it needs to be replaced. The Board reviewed the Driessen Construction Contract to replace the lower level door and concrete.

Trustee Hoyle moved and Trustee Schade seconded **the motion**, that the Board approve the contract to replace the staff entrance door in the amount of \$22,350.00.

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

APPROVAL OF HANICAPPED LIFT REPLACEMENT PROJECT

The Board reviewed the DLA Architects memo of understanding to replace the handicapped lift.

IX. NEW BUSINESS (Continued)

Trustee Rothbaum moved and Trustee Dixon seconded **the motion**, that the Board approve the Memo of Understanding to replace the handicapped lift in the amount of \$45,000-\$55,000 plus \$8,600 architect fees.

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

ELECTION DAY UPDATE

Attachment H is an update on the Election Day being changed to a holiday. Director Jarzemsky explained that BPL is a polling place for the November 3rd election. BPL would not close because there is an exception in the holiday information, if you are a polling place, you do not have to close. The back of Attachment H highlighted information on a lawsuit filed by the Illinois Municipal League to clarify more details about Election Day holiday.

RETURN TO REGULAR HOURS

As you know our current hours open to the public are: M, W, F - 9 AM – 5 PM, Tues, Thurs - 1 PM-9 PM and Sat - 1 PM-5 PM. Patrons have been slowly but steadily returning to the library. Many of our neighboring libraries have or will shortly return to their regular pre-pandemic open hours. Therefore, Director Jarzemsky recommended that we return to normal hours starting on Monday, August 17th. We will continue to follow our re-opening plan which limits occupancy, limits on the time in the building, as well as requiring all visitors to have face covering. Patrons will have more options for when to use the library, thus limiting the total number of patrons in the building at any one time. We can more easily social distance BPL staff in workspaces. Returning to normal hours will show the public that BPL continues to add value to the community, particularly with school re-starting and with the census still open.

Trustee Heitkam moved and Trustee Contes seconded **the motion**, that the Board approve the return to regular hours on August 17th.

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

PROGRAMS AND MEETING ROOMS UPDATE

Due to the Pandemic, we have canceled all meeting room reservations and indoor in-person programs through August 31. We have put a notice on our Library Meeting Room and Program calendar website. Director Jarzemsky recommended that we extend that date to October 31. The Governor's current Phase 4 rules limit in-person programming to less than 50 persons. Social distancing is problematic as many of our programs such as story-time and craft programs require relatively close contact. Katie Richert, Head of YS, has been staying in touch with other area libraries through the RAILS Youth Services

IX. NEW BUSINESS (Continued)

Managers website. No other libraries have begun indoor in-house programming and most are suggesting they will suspend programming into the Fall. If the Coronavirus situation in the state or our region improves dramatically, or if the Governor relaxes public gathering restrictions, we could modify the date and begin programming at an earlier date. We still are in discussions with the Village of Bloomingdale, the Bloomingdale Fire Protection District, and the Bloomingdale Park District on the potential of an outdoor contactless Halloween Event. The Summer Concerts and Ice Cream Social were cancelled.

Trustee Hoyle moved and Trustee Rothbaum seconded **the motion**, that the Board approve meeting rooms and all indoor programming cancelled until 10/31.

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

IN-SERVICE UPDATE

Due to pandemic related health and safety concerns, the originally planned Sept 25th Staff In-Service Day will be cancelled. In its place the committee is planning a week long program with remote programming. The staff and Board celebrating milestone awards will be honored with a PowerPoint presentation that will be available remotely. We will decorate the staff lounge with pictures of our milestone recipients, and each recipient will be presented with a certificate and a 3-D printed BPL logo. The items listed on the original agenda will all be covered remotely. The Staff In-Service theme this year is Wellness and Safety.

SWAN EBSCO DATABASES/SWAN WIDE-GROUP PURCHASE

Through a SWAN-wide group purchase in partnership with RAILS, all SWAN public libraries have access to a standard set of 14 EBSCO databases available starting July 2020. Several of the databases Bloomingdale Public Library had previously subscribed to, and will continue to have access to through the SWAN EBSCO package. Part of the package also included each library to select 4 additional databases at no charge.

X. ANNOUNCEMENTS

The Joint Committee on Administrative Rules (JCAR) approved an Illinois Department of Public Health Statewide Mask Rule. Director Jarzemsky explained to the Board about how this statewide law works.

Bonni Rothbaum, Board President announced that next month's meeting, September 9th will be her last Board meeting as she is moving out of Bloomingdale to be closer to her family.

XI. ADJOURNMENT

Trustee Rothbaum moved and Trustee Hoyle seconded **the motion** to adjourn the August 12, 2020 Library Board meeting at 8:44 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe