

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 9, 2020**

**I. CALL TO ORDER**

The meeting was called to order by President Bonni Rothbaum at 7:41 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, Sharon Schade and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: None.

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The September Board Meeting Agenda was reviewed. Trustee Rothbaum moved, and Trustee Hoyle seconded **the motion**, that the agenda of the September 9, 2020 Regular Library Board meeting be approved as amended; election of Officers will be moved immediately after Approval of Minutes. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the August Board meeting were reviewed. Trustee Hoyle moved, and Trustee Alex seconded **the motion**, that the minutes of the August 12, 2020 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

**ELECTION OF OFFICERS**

Board President Bonni Rothbaum stepped down as the Board President as of today, 9/9/20, as she will be moving out of Bloomingdale to be closer to her family.

Vice-President Ben Hoyle was nominated as President. Trustee Natalie Valenti nominated herself to be Vice-President through April 2021.

Trustee Rothbaum moved and Trustee Contes seconded **the motion**, that the Board approve the election of officers: Ben Hoyle as President and Natalie Valenti as Vice-President. The motion carried by roll call vote: AYES: Trustees Heitkam, Contes, Schade, Dixon, Hoyle, Valenti and Rothbaum.

**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 September, 2020, in the amount of \$35,610.94; and the transfer of approximately \$190,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Heitkam, Contes, Schade, Dixon, Hoyle, Valenti and Rothbaum.

## **VII. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reported on events that took place at the library during the month of August. Our summer reading program theme this year was “Dig Deeper: Read, Investigate, Discover”. 217 adults registered for the 2020 summer reading program. All registrants received a summer reading t-shirt and could earn a BPL fleece throw blanket after logging in 5 books. Every title logged was entered into the final prize drawing. If a patron participated in a challenge, it was an extra entry into the final drawing. Final prize winners got to choose a gift card to a local Bloomingdale business. 54 teens registered for the teen summer reading program. They logged titles read in 300 minute increments and earned small incentives after reading for 300, 600, and 900 minutes. Youth Services summer reading this year was very different; since we were closed to the public for the beginning of Summer Reading, Youth Services offered online registration and tracking for the first time ever. 243 children registered and the total hours read was 2,889 hours. Prizes were given out after summer reading was completed (August 3- September 5). Each child received a summer reading t-shirt, a Bloomingdale branded barrel of monkeys game, a coupon from Bear Family McDonald’s for a free small fry, and a book of their choice from our prize books. Our grand prize winners chose gift certificates to local Bloomingdale restaurants and stores. Even though we were not able to create a summer reading that we usually do, patrons and parents appreciated the option to still participate safely from home. Youth Services now are circulating American Girl Dolls. We purchased 7 dolls and each kit comes with books and accessories. We started circulating kits on August 31st to coincide with our American Girl Doll Take It Make It party. By September 1st, all seven dolls were checked out to Bloomingdale patrons. We look forward to adding to this collection throughout the years. Director Jarzemsky highlighted staff achieving BPL milestones. Director Jarzemsky noted that Beth Dover, PR/Marketing Coordinator has been busier than normal as everything is all online now especially on our social media platforms. Total circulation for the month of August was 19,629. This is a 3% increase in usage over August, 2019. Computer Services continues to support the people of Bloomingdale and the library staff in whatever ways we can. In addition, they have expanded our virtual content while beginning to relieve marketing by taking over part of the video editing responsibilities and provided support for remote meetings and virtual community groups.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of August. Total circulation for the month of August was 19,629. This is a 3% increase in usage over August, 2019.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

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

**BUILDING AND GROUNDS** – No report.

### **LIAISON REPORTS**

**SWAN** – Attachment E is the SWAN Administrators' & Directors' Quarterly Meeting on 9/3/20.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – No report.

**Removal from Roll: Trustee Valenti leaves meeting at 8:08 p.m.**

**BIG** – No report.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **TRUSTEE VACANCY**

In anticipation of Trustee Rothbaum's resignation, Director Jarzemsky reached out to our Attorney for guidance on how best to fill the vacancy. Director Jarzemsky shared his correspondence with the Board as well as details for Bonni's term and the applicable Local Library Act section.

### **COMMUNITY COVID-19 RESPONSE MEETING**

On August 19<sup>th</sup>, Director Jarzemsky attended a meeting with the leaders of the local schools, the Village of Bloomingdale, and The Bloomingdale Park District. We all discussed what each entity is doing in response to the pandemic. He reported on our plan to support the students/families of the multiple school districts that we serve and outlined Bloomingdale Library's efforts to help families as they deal with the new remote learning environment. Director Jarzemsky stressed that we have been evolving our service model during the pandemic including adding a high high-speed Wi-Fi antenna to the outside of our building. The local leaders were glad to learn that we have strong Wi-Fi coverage in our parking lot all the way out to the gazebo. BPL looks forward to making this service available to any students/families that may need this. Based on this meeting Beth Dover, BPL PR/Marketing Coordinator, put together a one-page PR piece called "How BPL Helps Support Students of all Ages". Kandy Jones, BPL School Liaison, facilitated getting this document sent out to the local schools. We had many positive responses.

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

### **DOMINIC FROIO ESTATE DONATION**

We are in possession of a very generous \$513,000 donation from the estate of the late Dominic Froio. This donation came to the library without specific instructions or limitations on how to expend the funds. Mr. Dominic Froio had a long tradition of supporting the Bloomingdale Library, beginning in 1982, with donations he made in the name of his deceased daughter, Donna Beth Froio. The Library used these early donations to create a special collection of materials in her name; this collection focuses on materials in other languages and cultural literacy. Dominic made many donations to BPL during his life. It is Director Jarzemsky's recommendation that the Building and Grounds Committee be tasked with creating a plan for the use of these funds. Director Jarzemsky recommended that members of the library staff, administration, and the members of the building and grounds committee plan a number of meetings this Fiscal year with a plan to spend the monies in FY21/22.

### **VILLAGE-WIDE HALLOWEEN EVENT & LIBRARY CLOSING**

Due to the Pandemic, we have canceled the Summer Concerts and Ice Cream Social Party. We have been looking into options for the Halloween Event. The Village, Library, Park District, Public Works, Police, and Fire met to come up with an event that will follow the Executive Orders of the Governor of Illinois. Patron and staff safety are our number one priority, the planned event is a reflection of the leaders of Bloomingdale wanting to provide a fun and safe Halloween event. As a result, BPL will be participating in a Village-wide Halloween Event on October 24th from 9-11:30 a.m. It won't look like our normal Halloween Event as there won't be a tent, food, or games. This event will be a drive-thru style event starting off Fairfield, utilizing the access road into the library, and following through the parking lots of the Village, out the Fire and exiting onto Bloomingdale Road. Beth Dover, PR/Marketing Coordinator, will be creating the promotional information for distribution to the community. This event will be featured in the Almanac, being mailed out soon. It is Jamie Schingoethe, Business Office Assistant Department Head, and Director Jarzemsky's recommendation that we need to close the Library until 12 p.m. on 10/24th to ensure patron safety during the Halloween Drive-Thru Event.

Trustee Hoyle moved and Trustee Heitkam seconded **the motion**, that the Board approve the Library closing on 10/24 until 12 for the Village-wide Halloween Event. The motion carried by roll call vote: AYES: Trustees Heitkam, Contes, Schade, Dixon, Hoyle and Rothbaum. Absent: Trustee Valenti.

### **EXECUTIVE DIRECTOR REVIEW PROCESS**

The Board will bring their ideas to the October Board meeting on how to streamline the Executive Director Review process, and then convene the Personal Committee to finalize then process. Then a final process would be presented to the board as a whole.

**X. ANNOUNCEMENTS**

**Hunger Action Month-** The Library is participating in Hunger Action Month with the Village, collecting food to donate to Northern IL Food Bank.

**Police Recognition Day-** 9/7/20 was Police Recognition Day, the Library participated with the Village by decorating blue ribbon and blue lights outside the library. We posted on our social media pages.

**ILA Conference-** Director Jarzemsky invited the Board to attend ILA virtually. Jamie Schingoethe, Business Office Assistant Department Head, will email for who wishes to attend.

**XI. ADJOURNMENT**

Trustee Heitkam moved and Trustee Contes seconded **the motion** to adjourn the September 9, 2020 Library Board meeting at 8:56 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe