

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 10, 2021**

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:37 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present in person: Trustee Ben Hoyle and Jeremy Heitkam.

Upon roll call, the following Trustee was present via Zoom: Trustees Alexandria Contes, Lauren Dixon, Sharon Schade, Dave Strutzel, and Natalie Valenti.

Also Present: Director Timothy Jarzemsky, Steve Wright; DLA Architects, Yugi Lu; DLA Architects and Ryan Kelley; DLA Architects.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

The minutes of the January Board meeting were reviewed. Trustee Heitkam moved, and Trustee Strutzel seconded **the motion**, that the minutes of the January 13, 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 February, 2020, in the amount of \$133,698.34 and the transfer of approximately \$150,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Schade, Strutzel and Valenti.

VII. APPROVAL OF FINAL FROIO MEMORIAL PLANS

Yugi Lu from DLA Architects presented two options for the Board. Option one is the "Dragonfly" design and option two is the "All the Way Around" design. Both options meet the library's needs and honor Mr. Dominic Froio. Dominic's daughter passed away at the age of 16, to honor her, each option features 16 of an item in the design. Both designs feature seating, a story time area, a performance area, locker system, and a butterfly garden.

After a very thorough discuss of both options; Trustee Hoyle moved and Trustee Valenti

VII. APPROVAL OF FINAL FROIO MEMORIAL PLANS (Continued)

seconded **the motion**, that the Board approve option number one The Dragonfly as the selected final Froio Memorial Design. The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Hoyle, Schade, Strutzel and Valenti. NYES: Trustee Heitkam. It was noted that both Trustee Schade and Contes wish to vote yes but with suggested changes.

Removal from Roll: Steve Wright; DLA Architects, Yugi Lu; DLA Architects and Ryan Kelley; DLA Architect left the meeting at 8:35 p.m.

VIII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of January. Katie Richert, Youth Service Department Head, served on the YALSA Excellent in Nonfiction 2021 committee. She met virtually with her committee all year to judge the best published non-fiction for young adults. In the beginning of December, the 5 finalist were announced. Then, on January 25, as part of the Youth Media Awards, the committee chose *The Rise and Fall of Charles Lindbergh* by Candace Fleming as the winner. Director Jarzemsky explained to the Board what an honor it is for Katie to be on this committee and thanked her for her hard work. BPL participated in Valentines for Veterans again this year. Beginning January 5th through January 28th; patrons, staff, schools, and community groups were asked to make Valentines for Veterans that are stationed in Afghanistan and Iraq or are patients in Hines Hospital. This year to be Covid safe, "Take It Make It bags were available at the youth service desk. BPL made 284 valentines and Director Jarzemsky thanked Kandy Jones, School Liaison, for all her hard work coordinating this great tradition.

MONTHLY STATISTICS

Attachment D shows the activities for the month of January. Total circulation for the month of January was 22,400. This includes 1,159 items checked out by patrons from other libraries. Bloomingdale restarted resource sharing with open SWAN partners on July 7. Library Circulation staff pulled and processed 3,828 items to send to other libraries via the RAILS delivery service.

STANDING COMMITTEES

PERSONNEL – Director Jarzemsky will be in contact with Trustee Hoyle and Trustee Contes to schedule a meeting to discuss merit increases.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – No report.

VIII. REPORTS (Continued)

LIAISON REPORTS

SWAN/RAILS – Attachment E is a RAILS Member Update from January 28th.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The Friends had a meeting in January. Two members will stay on to maintain the records and keep the Friends group running but the rest of the group has disbanded and will no longer be doing anything except normal maintenance and continue to work with the Amazon seller. Trustee Valenti stated if anyone wished to step up and take over they are welcome.

BIG – No report.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

ANNUAL STATEMENT OF PROPERTY TAX PAYMENTS

Director Jarzemsky provided the Board with the letter from Gwen Henry, DuPage County Treasurer, which shows the annual statement of 2019 Levy collected for and distributed to the Library.

FY21 PER CAPITA GRANT

Director Jarzemsky presented a draft of the FY21 Per Capita Grant. He also distributed a copy of Serving our Public 4.0 Standards for Illinois Public Libraries to each Board member. The Board first reviewed “the Standards” at the January Board Meeting. After a discussion, the Board agreed that the Bloomingdale Public Library is either meeting or showing progress towards meeting all standards.

ILA LEGISLATIVE MEET-UPS

Attached H is an invite to join the Zoom ILA Legislative Meet-Ups. Trustee Hoyle asked Director Jarzemsky to register him as he wishes to attend.

DIRECTOR’S EVALUATION FORM

This was put on the agenda by accident. This is scheduled to begin the review process next month.

COVID-19 UPDATE

Director Jarzemsky discussed how to safely expand our occupancy and time limits for in-

X. NEW BUSINESS (Continued)

person use of the library. The new limits will be: max building occupancy – 50, max time limit in the building - 2 hours and max time in the computer lab - 1 hour (due to the smaller confined room). This was undertaken as the entire state moved to Phase 4 in the Restore Illinois plan. Libraries in our area are also expanding access and have similar or more robust occupancy rules. Director Jarzemsky is taking a very methodical and slow approach to the change. He has been tracking the local COVID-19 situation. According to the IDPH, the local Test Positivity 7-Day Rolling Average rate is coming down, and DuPage was at an all-time low of 3.9% on 2/12/2021. We will of course continue to enforce the mask mandate, limit seating, and encourage social distancing. We will implement the new occupancy rules effective on Monday, February 22nd. We will update our website under COVID-19 Library Information and adjust our signage.

XI. ANNOUNCEMENTS

The Annual Board Planning Meeting is schedule for this Saturday, 2/13/21, in person or via Zoom. Be on the lookout for Director Jarzemsky’s emails regarding it.

XII. Adjournment

Trustee Hoyle moved and Trustee Dixon seconded **the motion** to adjourn the February 10, 2021 Library Board meeting at 9:01 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe