

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
JANUARY 13, 2021**

**I. CALL TO ORDER**

The meeting was called to order by President Hoyle at 7:30 p.m.

**II. ROLL CALL**

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

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

Also Present: Director Timothy Jarzemsky.

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The January Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Strutzel seconded **the motion**, that the agenda of the January 13, 2020 Regular Library Board meeting be approved. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the December Board meeting were reviewed. Trustee Strutzel moved, and Trustee Contes seconded **the motion**, that the minutes of the December 9, 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 Strutzel seconded **the motion**, that the Board approve the payment of bills for the month of January, 2020, in the amount of \$30,765.13 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Schade, Strutzel and Valenti.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events that took place at the library during the month of December. The lobby greeter position has been an important position during the pandemic; all departments are taking turns staffing this position. Director Jarzemsky thanked the staff for their hard work doing that important position. The "Parade of Gingerbread Houses" for the Bloomington Chamber was a huge success. BPL did not win but our display was well liked. Director Jarzemsky thanked Beth Dover, Jamie Schingoethe, Lisa Heil, Rachel White, Winnie Wee, Leslie Blount and Emily Sinn for their hard work putting it together. The money raised was donated to PADS. It was noted that the most liked social media

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

posts for December featured the gingerbread houses. The Business Office has a fax machine to assist patrons with faxing but there is also a fax machine out by Adult Reference called a Smart Scan. It can scan to email or scan to fax. The Smart Scan Station had 1,604 pages scanned. The Board complimented the computer class programs and encouraged computer classes to continue being posted on BPL's YouTube after the pandemic is over. "Total request Live: BPL Piano Show" with musician, Kaleen Dolan, has continued to be popular with BPL audience. Adult, Teen, and Youth are all featuring "Make It, Take It" type programming right now. The Youth Services craft bin outside continues to be hugely popular, with Youth staff having to refill it daily. Kandy Jones, School Liaison, continues to work with Bloomingdale Historical Society, she had a meeting on Zoom with the group on December 15<sup>th</sup>.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of December. Total circulation for the month of December was 22,035. This includes 1,648 items checked out by patrons from other libraries. This is a 27% increase in usage over December, 2019. In December 2019, Bloomingdale implemented auto-renewal of eligible library materials.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Attachment I will cover the roof report later on in the agenda. Director Jarzemsky gave a detailed COVID update. RAILS has a library statistics page which shows updates of libraries such as if they are open or closed, offering curbside, what they are doing with programming, meeting rooms, etc. BPL decided to continue to close our meeting rooms and cancel in-person programming until 3/31/21. Director Jarzemsky encourages everyone to look at the RAILS page for information on what other libraries are doing.

### **LIAISON REPORTS**

**SWAN** – No report.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – Next meeting is on Jan 27<sup>th</sup>.

**BIG** – No report/no meeting.

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

**INVESTMENT OF PUBLIC FUNDS REPORT FOR OCT- DEC**

As required by State Statute; a quarterly report is to be provided to the Library Board. Director Jarzemsky explained the condition of the library's investments and how the library meets the stated State policy guidelines.

**FY 21 PER CAPITA GRANT APPLICATION**

To be eligible for the Public Library Per Capita and Equalization Aid Grant, a public library must meet the requirements of 75 ILCS 10/8.1 and 23 Ill. Adm Code 3035.115. This includes providing library services which either meet or show progress toward meeting Serving Our Public 4.0: Standards for Illinois Public Libraries Illinois Library Association, 2019. The deadline to submit our application is March 15, 2021. Director Jarzemsky, department heads, Jamie Schingoethe, Business Office Assistant Department Head; Ginger Boskelly, Accountant; and the Board assist with the Per Capita Grant application. The Board must complete the checklist provided, which was reviewed in details at the Board meeting and thus fulfilling the regulatory obligation to the Illinois State Library.

**FINAL IMRF RATE 2021**

Attachment G is the final IMRF rate for 2021. The 2021 IMRF rate will be 13.40%. The 2020 rate was 13.05%.

**MEMORANDUM OF UNDERSTANDING FOR FROIO MEMORIAL PROJECT**

Attachment H is a Memorandum of Understanding for the Froio Memorial Project from DLA Architects. DLA began preparing a Proposal for Schematic Design, Design Development, and Bidding/Construction Documents and Specifications for the Froio Memorial Project. Director Jarzemsky presented the projected Scope of Work. Trustee Schade requested a survey the public to see what they would be interested in BPL building; Director Jarzemsky stated that we will survey the public similar to what we did for the makerspace.

After careful review, Trustee Strutzel moved, and Trustee Valenti seconded **the motion**, to approve DLA to complete the Froio Memorial Project in the amount for \$450,000 with a fixed fee of \$47,500. The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Heitkam, Hoyle, Schade, Strutzel and Valenti.

**HANDICAP LIFT REPLACEMENT PROJECT UPDATE**

On March 1<sup>st</sup> the handicapped lift replacement project will begin. Kelly Cusack, Maintenance Supervisor, will be on site during the entirety of project. The contractor submitted all the required Village permitting paperwork.

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

### **ROOF INSPECTION REPORT**

Attachment J is the roof inspection report; this is annual report of the roof. Kelly Cusack, Maintenance Supervisor, was present while the inspection happened. Our roof is still new and we want to ensure it stays that way so this report is important to continue to keep the roof in good shape. The Board reviewed the attached pictures of the roof.

### **ILLINOIS CARD FOR KIDS ACT**

Illinois residents who reside outside the taxing area of a public library in an unincorporated area have the option to purchase a library card to obtain public library services. Nonresidents must pay a fee at least equal to the cost paid by residents, who pay for their library services through property taxes. Often, this means students in unincorporated areas must pay hundreds of dollars to access basic services provided by libraries. Unincorporated areas are regions of land not governed by a local municipal corporation, but a larger administrative division, such as a township or county. The Cards for Kids Act prohibits libraries that offer nonresident library cards from charging fees for such cards to nonresident students whose household falls at or below the U.S. Department of Agriculture's Income Eligibility guidelines. Christine Sporleder, Head of Circ/Tech, and her staff will be in charge of issuing these cards.

### **DIRECTOR REVIEW PROCESS**

The Director Review Process was reviewed once again; it has been reviewed several times this year. President Ben Hoyle asked the Board; "is there any value added by having the Director fill out a self-evaluation form?" The Board would continue to use BPL's evaluation form. The new timeline was discussed. At the March Board meeting the evaluation forms will be distributed to Board members and Director Jarzemsky. Between March and April Board meetings, the Board members should complete any review related activities and fill out the evaluation form. Prior to the April Board meeting, the Board members will provide evaluation forms to Board Secretary, Trustee Heitkam, to be compiled in time for April Board meeting. At the April Board meeting, the Board will review the compiled evaluation forms to make any additions or changes and finalize the Director Review. All Board members agreed to this timeline and process.

## **XI. ANNOUNCEMENTS**

**Board Annual Planning Meeting- Sat, February 13<sup>th</sup>, 9-1:** Reminder about the upcoming meeting and we will offer in person and via zoom.

**RAILS Online Roundtable: Trustee Update 2021:** The Board should let Jamie Schingoethe, Business Office Assistant Department Head, know if they are interested in attending this roundtable via email.

**XII. Executive Session**

**Semi- Annual Review of Closed Session Minutes:** No action needed.

**XIII. Actions**

**Approval of Minutes of Executive Sessions:** No action needed.

**Destruction of Verbatim Records:** No action needed.

Trustee Contes announced that she did not file paperwork to run in the upcoming election.

Trustee Valenti announced that she did not fill out paperwork to run for this upcoming election due to a number of other time commitments.

Trustee Hoyle announced that he will be running as a write-in for the upcoming election.

**XIV. Adjournment**

Trustee Hoyle moved and Trustee Schade seconded **the motion** to adjourn the January 13, 2021 Library Board meeting at 8:58 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe