

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

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:01 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present in person: Trustee Lauren Dixon, Ben Hoyle, Ken Johnson, Dave Strutzel and Natalie Valenti.

Absent: Trustee Sharon Schade.

Also Present: Director Timothy Jarzemsky and Katie Richert, Youth Services Department Head.

III. PUBLIC DISCUSSIONS

III. APPROVAL OF AGENDA

The November Board Meeting Agenda was reviewed. Trustee Johnson moved, and Trustee Strutzel seconded **the motion**, that the agenda of the November 10, 2021 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the October Board meeting were reviewed. Trustee Johnson moved, and Trustee Valenti seconded **the motion**, that the minutes of the October 13, 2021 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 Hoyle moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of November, 2021, in the amount of \$57,247.67 and the transfer of approximately \$175,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Johnson, Stutzel, Valenti, and Dixon. Absent: Trustee Schade.

VII. NEW BUSINESS

YOUTH SERVICES DEPARTMENTAL REPORT

Each Department Head will report at an upcoming Board meeting. The schedule was previously distributed at the July Board meeting. The goal of the presentation is to give the Board a firsthand look at each department. Director Jarzemsky introduced Katie Richert, Youth Services Department Head. Katie presented information about the Youth Services department including Youth Services staff. She answered questions from the Board and they thanked Katie for her report.

Removal from Roll: Katie Richert, Youth Services Department Head at 7:31 p.m.

VIII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of October. On 10/23, we had our annual Village-wide Halloween Party. We had great weather and a very successful event. We had 1,200 patrons in attendance this year. The Halloween Party is co-sponsored by the Village of Bloomingdale. We had many activities for patrons to enjoy: balloon artists, games, photo booth area, and a hay maze.

MONTHLY STATISTICS

Attachment D shows the activities for the month of October. Total circulation for the month of October was 19,983. This includes 1,099 items checked out by patrons from other libraries.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – Attachment E is from the Finance Committee meeting on 11/4/21 regarding the minimum wage increase and salary structure.

BUILDING AND GROUNDS – Attachment F is from the Building and Grounds Committee meeting on 10/25/21 regarding related projects to the Dominic Froio Estate donation.

Addition to Roll: Trustee Sharon Schade enters the meeting at 7:54 p.m.

LIAISON REPORTS

SWAN/RAILS – Attachment G is the agenda from the 10/22/21 SWAN Board meeting.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – The Little Free Friends Library will be pulled down, repaired and re-located in the spring. Jamie Schingoethe, Business Office Assistant Department Head thanked the Friends for buying the trees for the Annual Snowman Crossing and participating in the event itself. Trustee Valenti shared that the Friends received money from a lifelong Friend member who recently passed away.

BIG – BPL hosted the first BIG meeting in 2021. Director Jarzemsky read an update from the meeting.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

DECLARE TRUSTEE VACANCY

Trustee Jeremy Heitkam resigned from his position as Trustee effective on October 25, 2021.

The Board made the following motion. Trustee Hoyle moved and Trustee Valenti seconded **the motion**, that the Board declare a vacancy as of 11/10/21. The motion carried by roll call vote: AYES: Trustees Hoyle, Johnson, Schade, Stutzel, Valenti, and Dixon.

Following the motion, the Library will promote the vacancy to the public. Trustee Lauren Dixon was appointed as Secretary to fill the empty seat due to Trustee Heitkam's resignation.

APPROVAL OF DRIESSEN CONSTRUCTION

Attachment J is the Driessen Construction Company contract for the renovations of the Youth Services Computer Lab, and Adult Services Study Room from monies from the Dominic Froio Estate donation.

Trustee Johnson moved and Trustee Dixon seconded **the motion**, that the Board approve the contract of Drissen Construction in the amount of \$17,950.00. The motion carried by roll call vote: AYES: Trustees Hoyle, Johnson, Schade, Stutzel, Valenti, and Dixon.

APPROVAL OF UPDATED SALARY SCALE

The Finance Committee met on 11/4/21 to discuss the minimum wage increase and salary structure. Their report was presented in Attachment K earlier on in the agenda and discussed at length.

Trustee Johnson moved and Trustee Dixon seconded **the motion**, that the Board approve the updated salary scale. The motion carried by roll call vote: AYES: Trustees Hoyle, Johnson, Schade, Stutzel, Valenti, and Dixon.

XI. ANNOUNCEMENT

Holiday Open House: The Annual Holiday Open House will be coming back on 11/30/21 but it will be on a smaller scale. The Board is invited to attend.

VFW Memorial Event 11/11/21: The Library will host a VFW Memorial Event tomorrow, 11/11/21. It is projected to rain so the VFW asked if they could hold it inside the Library's meeting rooms. We will provide AV and chair set up for the event. Village administration, Mayor Coladipietro and State Representatives are expected to be in attendance. Director Jarzemsky will update the Board on the event next month.

XII. Adjournment

Trustee Johnson moved and Trustee Schade seconded **the motion** to adjourn the November 10, 2021 Library Board meeting at 8:28 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe