

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

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:31 p.m.

II. ROLL CALL

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

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

Absent: Trustees Lauren Dixon and Jeremy Heitkam,

Also Present: Director Timothy Jarzemsky.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

The minutes of the February Board meeting were reviewed. Trustee Contes moved, and Trustee Valenti seconded **the motion**, that the minutes of the February 10, 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 Schade seconded **the motion**, that the Board approve the payment of bills for the month of March, 2020, in the amount of \$65,811.58 and the transfer of approximately \$200,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Hoyle, Schade, Strutzel and Valenti. Absent: Trustee Dixon and Heitkam.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of February. On February 15th, "An Army for Eternity: China's Terracotta Warriors" had 69 attendees via Zoom in celebration of Chinese New Year (Feb. 12, 2021), art historian Jeff Mishur discussed the famed terracotta figures discovered in the tomb complex of China's first emperor. On February 22nd, "Here's Johnny: Carson the Magnificent" had 71 attendees via Zoom. Patrons got a behind-the-scenes look at one of the most iconic shows and legendary careers in television history with a collection of memorable clips and hilarious

VII. REPORTS (Continued)

anecdotes. On February 5th, "I Can Do It!: An SEL Storytime" had 15 virtually attendees. Storytime covered the topic of anxiety. Mini-kits were provided on coping and growth mindset techniques for caregivers, crafts on self-esteem, a kindness jar, and activities to work through emotions. Emily Sinn's last day at BPL was 2/12/21. She worked in Circ/Tech as a Circ/Tech Clerk I. She was 20 hours per week and only left because she got a full-time somewhere else. The Winter Reading program was December 14th- February 5th. The theme for the 2021 Winter Reading program was "New Year, New Books!" The program also included a reading challenge for patrons to read books in different genres and different subjects. In February BPL once again participated in the Love Our Veterans collection. A document will be presented later on in the agenda with photos. BPL filled up a pickup truck full our donations only. Kandy Jones, School Liaison has been busy with outreach with the local schools, most of it is done via zoom but she continues to still be very much involved.

MONTHLY STATISTICS

Attachment D shows the activities for the month of February. Total circulation for the month of February was 19,774. This includes 1,207 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 3,466 items to send to other libraries via the RAILS delivery service. All incoming material returns accepted via the book drops and in the lobby are emptied at least three times a day by the Circulation supervisors and are unloaded and quarantined for a minimum of 3 days. During January, Circulation retrieved, quarantined, and checked in 12,049 items. This is approximately 240 quarantine bins.

STANDING COMMITTEES

PERSONNEL – Attachment E is a recap of the minutes from the Personnel Committee Meeting of February 24th. This is tabled until later on in the agenda.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – The handicap lift in the process of being replaced. We are very focused on safety especially the safety of the public and staff. Everything will be kept out of the way of the public by blocking off the area. Kelly Cusack, Maintenance Supervisor, is the point person for the project. He arrives early to unlock the building so construction can begin before library hours. We've removed the old lift, installed new walls and prepared the walls for the new lift. The lift project should be complete with a week or two.

LIAISON REPORTS

SWAN/RAILS – Attachment F is the agenda from the SWAN Board meeting on February

VII. REPORTS (Continued)

19th. Attached is a membership fee chart for the FY 22 SWAN budget. It is currently a draft budget but our numbers should remain the same as listed on the document. Our fee did decrease slightly by \$68 since last FY.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – No report.

BIG – No report.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

IMET ANNUAL MEETING

Director Jarzemsky invited the Board to attend the Annual Participants IMET meeting on March 23rd. The Board should let Director Jarzemsky know if they to attend via Zoom.

ILA LEGISLATIVE MEET-UP REVIEW

Director Jarzemsky and President Hoyle attended the 2021 Legislative Meet-Up on February 19th via Zoom. This was an important meeting for all public libraries to attend. There was approximately 60 libraries in attendance; along with local state reps, state senators including Seth Lewis. Many topics were discussed. They plan to maintain the Per Capita Grant at a state level with full funding.

FROIO PROJECT UPDATE

At the February Board meeting the Board approved the first design (Dragonfly wings) for the FROIO Memorial project. There was discussion about the placement of one of the seating structures. To ensure we have the most flexible and useful outdoor space Director Jarzemsky asked DLA Architects to produce two drawings, and then asked our Department Heads and programming staff to think out how to best utilize the space. Attached are the two drawings requested from DLA architects. The drawings illustrate the placement of the raised seating structure from the FROIO plan that we approved. The first one shows the original placement. The second shows the structure moved closer to the retaining wall. There was a suggestion from one of the trustees to look at moving the structure in this manner. At our February 18th Department Head meeting, Director Jarzemsky asked for input from the Adult, Teen, and Children's staff that would be using this area for programs. They preferred keeping the structure in its original placement. They liked having more room to accommodate larger audiences. The children's programmers felt that the larger space would better accommodate strollers. The plan calls for electricity on the retaining wall and programing staff would likely use a microphone and speaker for larger groups; there are no concerns about needing to keep the group close to the performer. In terms of pedestrian

IX. NEW BUSINESS (Continued)

traffic flow, we would use portable signage and that would say something like “Storytime at 9 AM”. It would direct families to the program spot, it would also serve to direct patrons around the performance if they wanted to access other seating or the butterfly garden. Based on the input from the staff that will be using this space for programming, the originally drawn design works best for us.

MARCH COVID PANDEMIC RESPONSE

Currently we have cancelled all in-person programs, special events, and community group use of our meeting rooms through March 31st 2021. To get a better understanding of what other libraries are doing in terms of in-person programs, we reviewed the most current Library Reopening Status Survey hosted by RIALS. As of March 7, 2021, 342 libraries or 91% of respondents are not offering in-person programs or community meetings. IDPH and the Governor moved the entire state into Phase 4 on February 4th, 2021. As of 3/4/2021 region 8 (DuPage/Kane) had a 3.1% Daily Test Positivity rate and a 4.5% Test Positivity 7-Day Rolling Average. Total administered doses: 3,358,214. The Vaccine Administration 7-Day Rolling Average is 93,183. Director Jarzemsky shared that it is wise to move slowly and update the public and staff a few months at a time with new deadlines for things such as the meeting rooms.

TENTATIVE FY 2021/2022

A tentative draft budget was distributed to the Board. The 2020/2021 budget year figures were shown. This is a tentative budget and a more detailed budget and discussion will take place at the April Board meeting. The budget is anticipated to be approved at the May meeting.

Addition to Roll Call: Trustee Dixon enters the meeting at 8:05 p.m.

SET MAX RAISE FOR FY 2021/2022

The determination of the percentage of raises is a necessary component of the budget process. The salary program is a combination of the cost of living and merit raises. Director Jarzemsky explained how raises are given to employees and how employees can receive a higher raise based on evaluation scores. The data provided included recent inflation data, industry and cost of living figures. A history of past raises was also included.

Trustees Hoyle and Contes met as the Personnel Committee and a discussion took place concerning the data provided. The recommendation is 3%.

Trustee Valenti moved and Trustee Strutzel seconded **the motion**, to approve a maximum raise of up to 3% for fiscal year 2020/2021. The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Hoyle, Schade, Strutzel and Valenti. Absent: Trustee Heitkam

IX. NEW BUSINESS (Continued)

DIRECTOR'S EVALUATION DOCUMENTS

Director's Evaluation documents were distributed and instructions were given to the Board to prepare for the April Board meeting.

FEBRUARY VETERAN'S COLLECTION

During the month of February, we collected Move-In Essentials along with the Village, Park District, and Fire department for Veterans who were exiting homelessness. Donations will be picked up by the Bloomingdale VFW and delivered to the Jesses Brown VA Medical Center in Chicago. The Library collected 24 boxes full of donations, everything from bars of soap to handmade blankets, plus laundry baskets and items not able to be boxed and estimated 1,000 + items.

XI. ANNOUNCEMENTS

XII. Adjournment

Trustee Valenti moved and Trustee Strutzel seconded **the motion** to adjourn the March 10, 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