

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
APRIL 14, 2021**

**I. CALL TO ORDER**

The meeting was called to order by President Hoyle at 7:33 p.m.

**II. ROLL CALL**

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

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

Absent: Trustee Dave Strutzel.

Also Present: Director Timothy Jarzemsky.

**III. PUBLIC DISCUSSIONS**

No public present when meeting was called to order but noted that past Library Trustees Milton Clark and Sam D'Amico were present prior to the start of the meeting as there to wish Trustee Contes farewell.

**IV. APPROVAL OF AGENDA**

The March Board Meeting Agenda was reviewed. Trustee Heitkam moved, and Trustee Contes seconded **the motion**, that the agenda of the April 14, 2021 Regular Library Board meeting be approved. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the March Board meeting were reviewed. Trustee Valenti moved, and Trustee Contes seconded **the motion**, that the minutes of the March 10, 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 Contes moved and Trustee Hoyle seconded **the motion**, that the Board approve the payment of bills for the month of April, 2021, in the amount of \$123,774.52 and the transfer of approximately \$300,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Contes, Dixon, Heitkam, Schade, Valenti and Hoyle. Absent: Trustee Sturtzel.

**Addition to Roll Call: Trustee Dave Strutzel joined the meeting at 7:43 p.m.**

## **VII. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reported on events that took place at the library during the month of March. On Saturday, March 27th, Kandy Jones, School Liaison represented the Bloomingdale Public Library by participating in the Bloomingdale Park District's Annual Bunny Bash. The Bunny Bash this year was similar to the Village-wide Halloween Drive-Thru last October. Director Jarzemsky thanked Kandy Jones for attending on behalf the Library. The Village of Bloomingdale's new batteries and light bulb recycle bins have been a huge hit with the community. They have been emptied twice so far. They are located in the lobby of the Library.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of March. Total circulation for the month of March was 21,300. This includes 1,244 items checked out by patrons from other libraries. This is an increase of 49%. The library closed on March 15, 2020 due to COVID but continued to provide a wide-range of online resources to patrons.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Handicapped lift is complete and the lift works. We are waiting on the final inspection from the state inspector then a final punch list with our architect. The Board inquired why the Local History level was not open and closed to the public. Once the lift passes inspection, then the Local History level will open as the one the main reasons that location was closed was due to the lift.

### **LIAISON REPORTS**

**SWAN/RAILS** – No report.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – The Friends are now on auto-pilot with everything going forward. Partnering with the Amazon seller is going well.

**BIG** – No report.

## **VIII. UNFINISHED BUSINESS**

## IX. NEW BUSINESS

### RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FY2021/2022

President Hoyle presented Resolution No. 2020/2021-3 entitled “Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois.”

Trustee Contes moved and Trustee Strutzel seconded **the motion** that said resolution as presented be adopted. After a full discussion thereof, President Hoyle directed that the roll be called for a vote upon the motion to adopt said resolution. Upon the roll being called, the following Trustees voted AYES: Trustees Contes, Heitkam, Strutzel, Valenti, Dixon, Schade and Hoyle.

Whereupon President Hoyle declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois, which was done.

### INVESTMENT OF PUBLIC FUNDS (JAN-MARCH)

As mandated by State law, a discussion took place concerning the Library’s investments as detailed in the written quarterly report. The report lists all investments and the location of the invested money and the market value.

### APPROVAL TO CLOSE ON JULY 5<sup>TH</sup>

In 2021, July 4th falls on a Sunday. Our HR manual gives us two options when a recognized holiday falls on the weekend: *“When any of the above-listed holidays falls on a Saturday or Sunday, the Library may observe the holiday on an alternate day and/or provide regular full-time employees with paid floating holidays (which must be used within a month of the holiday). The Library Director must approve these holidays.”*

Director Jarzemsky surveyed the Department Heads and observing the holiday by closing on July 5th, rather than creating a floating holiday is their preference. Also of note, all libraries in the area will be closed on Monday. Additionally, the Village of Bloomingdale is also closing on Monday the 5th.

The Board reviewed the Director Jarzemsky’s recommendation. Trustee Valenti moved and Trustee Strutzel seconded **the motion**, that the Board approve the closing of the Library on Monday, July 5th in observance of the July 4th Holiday. The motion carried by roll call vote: AYES: Trustees Contes, Heitkam, Strutzel, Valenti, Dixon, Schade and Hoyle.

### 2022 IMRF RATE

Attachment H lists preliminary notice of IMRF contribution rate for calendar year 2022. The preliminary rate for 2022 is 11.62%.

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

### **2020 EQUALIZED ASSESSED VALUATION**

Director Jarzemsky reviewed Attachment I, a letter from DuPage County regarding 2020 tax year. The Library has no control over property values in the Village. The new Equalized Assessed Value (EAV) is \$922,679,568. The tax rate is .3244. The EAV increased by 2.76% from the prior year.

### **NON-RESIDENT LIBRARY CARD PROGRAM**

Attachment J was presented, Director Jarzemsky explained the Non-Resident Card Program to the Board.

If you do not live within the boundaries of the Village of Bloomingdale or in another library district, you are considered a non-resident. A library card can be purchased for one year only. The homeowner non-resident library card fee is based on the Library's tax rate of .3244 multiplied by the assessed valuation of the property divided by \$100.00. There are two non-residential areas near our Library boundaries which are Medinah and Mallard Lakes Estates. Currently 1 family with 2 cards was purchased per year.

Trustee Heitkam moved and Trustee Strutzel seconded **the motion**, that the Board approve the 2021/2022 non-resident public library card fee program as presented. The motion carried by roll call vote. AYES: Trustees Contes, Heitkam, Strutzel, Valenti, Dixon, Schade and Hoyle.

### **FROIO MEMORIAL GARDEN UPDATE**

The bid went out in the Daily Herald newspaper on 4/12. The mandatory pre-bid meeting is scheduled for this Friday 4/16 and bid opening will take place in Room A on 4/30. Director Jarzemsky covered the timeframe for project and pictures of update design.

### **RAILS ENDS DELIVERY QUARANTINE REQUIREMENTS**

As of April 12, 2021, BPL will no longer be quarantining materials when returned. This is the result of RAILS recommending members cease the 24 hour quarantine, as result, patrons and/or staff are free to use the inside patron intake on the sorter or the book drop.

### **COVID-PROGRAMS & ROOMS- APRIL UPDATE**

Currently, we have cancelled all in-person programs, special events, and community group use of our meeting rooms through May 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 RAILS. As of April 12, 2021, 356 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 4/12/21 region 8 (DuPage/Kane) had a 6.8% daily test positivity rate and a 7.3 % test

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

positivity 7-Day rolling average. The numbers have increased since the March update. Total vaccination administered doses are 7,243,383 with vaccine administration of a 7-Day rolling average of 132,188. Director Jarzemsky's recommendations for May 1, 2021 are based on the current pandemic related health statistics/the vaccine distribution situation, and what neighboring libraries are offering. It is recommended that we extend suspension of in-person programming and meeting room use through June 30, 2021. We will open group study room with limit seating and pause between uses. Open Take 5 with limited seating with no vending /eating. Open Teen area enforce 6 foot distance. Until we move to Phase 5, or when the BPL staff have been vaccinated, we will focus on virtual programs. We have enhanced the marketing of our virtual programs with a prominent link on our MYBPL website. As we prepare for summer programs, we will look to focus on outdoor programs. With the FROIO memorial construction we cannot use the area in front of the library. The Village has graciously offered us access to the gazebo; beginning in June we will have outdoor programs hosted in the gazebo area. Due to Phase 4 restrictions and the small size of the gazebo area we have suspended the June and July summer concerts. We are exploring the possibility of coordinating with the Village of Bloomingdale and the Bloomingdale Park District on a summer concert series hosted in a large outdoor location, with spaces marked off to ensure families can maintain social distancing.

### **FISCAL YEAR 2021-22 BUDGET REVIEW**

Director Jarzemsky presented a proposed draft budget tonight with approval scheduled for May's Board meeting. This is the second review of the budget; it was reviewed in March. Staff reviewed the proposed budget and last year's budget items were used as a base line for each line item. Director Jarzemsky discussed the general fund line items, levy statistics, and projections. The levy is the cash amount the Library collects from property taxes from property owners each year. Director Jarzemsky asked the Board to prepare approval of a levy amount at the May's Board meeting. The grand total was down by approximately - 0.06%; however, that number may change after all the final numbers are in and reviewed.

### **DIRECTOR'S EVALUATION**

At the May Board meeting, the Director's Evaluation will be completed. Before the meeting, input and rating should be sent to Board Secretary Heitkam to compile. Prior to the meeting, Board members should review Director Jarzemsky's past and current goals. Director Jarzemsky also provided a document of accomplishments completed through the fiscal year, the Board members are recommended to review that information as well.

## **XI. ANNOUNCEMENTS**

**Election Results-** Director Jarzemsky will get the election results for the May Board Meeting and elected Board members will be sworn in at that meeting by the newly appointed Village Clerk.

**XI. ANNOUNCEMENTS (Continued)**

**Declare Open Trustee Position-** Trustee Hoyle announced that at the May Board meeting the Board she announce an open position in an effect to fill the position in a timely manner.

**Trustee Contes Goodbye-** Trustee Contes gave final statements regarding her departure from the Board stating that she will greatly miss being on the Board but hopes to visit often. Earlier in the evening, prior to the start of the Board meeting, a small farewell gathering for Trustee Contes took place. Director Jarzemsky gave a thoughtful speech about Trustee Contes. Other Board members said kind remarks as well.

**XII. Adjournment**

Trustee Contes moved and Trustee Strutzel seconded **the motion** to adjourn the April 14, 2021 Library Board meeting at 9:05 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe