

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 12, 2021**

The Friday prior to the Board meeting, Village Clerk Jane Michelotti administered the oath of office to re-elected Trustee Natalie Valenti.

Prior to the start of the meeting, Village Clerk Pam Hager administered the oath of office to the re-elected Trustees Ben Hoyle, Dave Strutzel and Sharon Schade.

Congratulations were offered to the Trustees.

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:40 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present in person: Trustee Lauren Dixon, Jeremy Heitkam, Ben Hoyle, Sharon Schade and Dave Strutzel.

Upon roll call, the following Trustee was present via Zoom: Trustee Natalie Valenti.

Also Present: Director Timothy Jarzemsky.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The May Board Meeting Agenda was reviewed. Trustee Heitkam moved, and Trustee Dixon seconded **the motion**, that the agenda of the May 12, 2021 Regular Library Board meeting be approved. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the April Board meeting were reviewed. Trustee Dixon moved, and Trustee Strutzel seconded **the motion**, that the minutes of the April 14, 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 May, 2021, in the amount of \$84,884.56 and the transfer of approximately \$200,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Schade, Heitkam, Dixon and Valenti.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of April. Quarantine of library materials on return ended on April 12 per RAILS recommendation. This was based on research on surface transmission released by the CDC.

MONTHLY STATISTICS

Attachment D shows the activities for the month of April. Total circulation for the month of April was 19,825. This includes 1,245 items checked out by patrons from other libraries. This is an increase of 350%. The library closed on March 15, 2020 due to COVID but continued to provide a wide-range of online services to patrons. The library building did not reopen for curbside service until May, 2020 so this accounts for the sharp increase in Circulation from April, 2020.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – Director Jarzemsky will be in contact with Trustee Heitkam and Schade regarding a policy meeting.

FINANCE – No report.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

SWAN/RAILS – Attachment E is a RAILS Member Update. A RAILS delivery study explore options on automate sorting services goal is to save money, paper, storage and time. BPL would not be effected either way by changing it or keeping it the same except where we put our label placement would be effected.

VILLAGE – Trustee Valenti gave a verbal report.

FRIENDS OF THE LIBRARY – Director Jarzemsky thanked the Friends for the check they submitted on May 1st. Trustee Valenti shared that the Friends are on autopilot now.

BIG – No report.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

APPROVAL OF OPERATING BUDGET FOR FY 2021/2022

Attachment F shows the Fiscal Year 2021\2022 budget details. Department Heads and other library supervisors had input in creating the budget lines within Attachment F. The projected General Fund expenditure for FY 2021/2022 is \$3,078,875.00. Director Jarzemsky discussed various projects that are proposed to be completed within the fiscal year with the major project being the Froio Memorial Garden.

After a final review and discussion of the budget document, Trustee Strutzel moved and Trustee Dixon seconded **the motion**, that the Board approve the Budget of \$3,078,875.00 for Fiscal Year 2021/2022 as presented.

The motion carried by roll call vote. AYES: Trustees Strutzel, Hoyle, Schade, Heitkam, Dixon and Valenti.

YEAR-END TRANSFER TO BUILDING FUND

Director Jarzemsky presented the proposed transfer of \$500,000 from the 2020/2021 Operating Budget to the Building Fund.

We annually budgeted for a year-end transfer to the building fund. These transfers are essential in maintaining the reserves in our Building Fund which is the source for all our capital projects. As required by law the library maintains and updates a plan for the use of these funds. The key to managing the Building Fund in a fair and prudent manner is to have a plan for the use of the funds. The Library's Building Fund schedule details plans for the Building Fund over both short and long terms. The transfer amount is larger this year due to the generous Froio Estate donation that we received. We will use these funds to design and construct the new Dominic Froio Memorial Garden. Therefore, Director Jarzemsky recommended that we approve this transfer.

Based on the discussion, Trustee Heitkam moved and Trustee Strutzel seconded **the motion** to approve the Transfer to Building Fund. The motion carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Schade, Heitkam, Dixon and Valenti.

RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS FY 2021/2022

Trustee Hoyle presented the Resolution Setting Forth Financial Requirements of the Bloomington Public Library for the Fiscal Year beginning May 1, 2021 and ending April 30, 2022.

Trustee Strutzel moved and Trustee Valenti seconded **the motion** that said resolution 2021/2022-1 as presented be adopted including an appropriation in the amount of \$3,806,148.69 and a levy in the amount of \$2,992,381.00 in which the Board noted the levy approved for 2021/2022 was a one percent increase from last year's.

IX. NEW BUSINESS (Continued)

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 Strutzel, Hoyle, Heitkam, Dixon and Valenti. NAYS: Trustee Schade.

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.

APPROVAL OF APEX CONSTRUCTION BID-2021 FROIO MEMORIAL PROJECT

Director Jarzemsky discussed Attachment I; Approval of Apex Construction Bid-2021 Froio Memorial Project.

Bids were received in the afternoon of April 30th, 2021 at 1:30 p.m. The scope of work included, but is not limited to: the removal existing garden area paver, masonry wall and landscaping. The installation of the new Froio Memorial Garden include the new permeable pavers, concrete and related site work, raised decking, electrical work, and landscaping. Plans and specifications were distributed to either potential bidders, six of whom chose to submit bids. Of the six bid received, the lowest bidder was Apex Construction, with a base bid plus allowances for the price of \$350,000 and alternates prices including \$11,000 (Alternate No.1), \$8,000 (Alternate No.2), and \$1,200 (Alternate No.2b). The base bid cost listed above includes allowances of \$25,000 which is designated for unforeseen conditions that may arise during the project. If the allowance money is not required for additional work it will remain unspent and be credited back to the library as a deductive change order.

After a thorough discussion, Trustee Valenti moved and Trustee Dixon seconded **the motion** to approve Apex Construction Bid for the 2021 Froio Memorial Project. The motion carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Schade, Heitkam, Dixon and Valenti.

TRUSTEE VACANCY

BPL had four 4-year seats on the April 2021 ballot. BPL had only three candidates run for these four seats. As a result, we have a vacancy.

The vacancy may be filled by the remaining trustees until the next regular library election at which election a trustee shall be elected to fill the vacancy for the remainder of the unexpired term. Despite the use of the word "may," it should be noted that Section 4-4 provides vacancies shall be filled forthwith. Director Jarzemsky included portions of the

Illinois Compiled statutes that highlight library vacancy law. It is his recommendation that the Board declare a vacancy at the May 12, 2021 regular meeting. The Library will then

IX. NEW BUSINESS (Continued)

promote the vacancy to the public. He attached the vacancy notice and a list of questions that we have asked potential applicants to complete.

After a thorough discussion, Trustee Hoyle moved and Trustee Strutzel seconded the motion to approve the Trustee Vacancy. The motion carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Schade, Heitkam, Dixon and Valenti.

DRAFT OUTSTANDING CHECK POLICY

In our most recent Audit; Lauterbach & Amen LLP advised us to create an Outstanding Check Policy. Attachment K is a draft policy, the auditors notice and the pertinent Illinois Statute. The recommendation is that the Policy Subcommittee review the draft Outstanding Check Policy. Further action could include calling a Policy committee meeting, or simply reviewing the draft and offering any recommendations to Director Jarzemsky. Approval in the June or July Board meetings would be optimal, as it would be done before our 2020 /21 audit is completed.

ELECTION OF OFFICERS FOR 2 YEAR TERMS

Director Jarzemsky discussed Attachment L; Officer History of Current Trustees. The officer position is a two (2) year term and expires following a municipal election.

The Board reviewed the current officers and after a discussion on the matter, the following motion was made: Trustee Heitkam made the motion to nominate the following slate of officers for 2021/21-2022/23: Ben Hoyle as President; Natalie Valenti as Vice-President, Sharon Schade as Treasurer and Jeremy Heitkam as Secretary. Trustee Hoyle seconded **the nomination motion.**

The motion carried by roll call vote: AYES: Trustees Strutzel, Hoyle, Schade, Heitkam, Dixon and Valenti.

SUMMER CONCERT PARTNERSHIP

The Bloomingdale Village, Library, and Park District are co-sponsoring this year's summer concert series at Circle Park. They will be held on Tuesday evenings June-August. The library staff will be in attendance at every concert with table at the concerts to promote the library and our services. This year instead of separate concerts, we decided to join as group. Circle Park is a good location as the public can spread out. Old Town and the gazebo are too small of spaces this year to hold concerts due to Covid-19 restrictions. BPL hopes next year we can resume normal Friday afternoon summer concerts at the gazebo.

Removal from Roll Call: Trustee Natalie Valenti at 9:03 p.m.

IX. NEW BUSINESS (Continued)

COVID-PROGRAMS & ROOMS-MAY UPDATE

Currently we have cancelled all in-person programs, special events, and community group use of our meeting rooms through June 30, 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 May 10, 2021, 356 libraries or 90% of respondents, are not offering in-person programs or community meetings. IDPH and the Governor moved the entire state into the Bridge Phase on May 14th Illinois will move into the Bridge phase. As of 5/10/21, region 8 (DuPage/Kane) had a 4.2% Daily Test Positivity rate and a 4.7 % Test Positivity 7-Day Rolling Average. The numbers have decreased since the April update. With vaccination statistics as followed, total administered doses: 12,459,585, vaccine administration 7-day rolling average 81,265.

X. ANNOUNCEMENTS

Trustee Heitkam would like on next month's agenda to discuss the potential of changing the time of the board meetings.

XI. EXECUTIVE SESSION **Library Director Review**

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act.

At 9:09 p.m. Trustee Strutzel moved, and Trustee Heitkam seconded **the motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried by roll call vote. AYES: Trustees Strutzel, Hoyle, Schade, Heitkam, Dixon and Valenti.. NAYS: None. ABSENT: Valenti

XII. APPROVAL OF ITEMS REVIEWED IN EXECUTIVE SESSION

Trustee Heitkam moved and Trustee Hoyle seconded **the motion** that the FY 2021/2022 salary for the Library Director, as recommended in executive session including a 2.75% raise be approved. The motion carried by roll call vote: AYES: Trustees Schade, Heitkam, Hoyle, Strutzel, and Dixon. NAYS: None. ABSENT: Valenti

XIII. Adjournment

Trustee Hoyle moved and Trustee Strutzel seconded **the motion** to adjourn the May 12, 2021 Library Board meeting at 9:35 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe