

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
June 9, 2021**

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:39 p.m.

II. ROLL CALL

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

Absent: Jeremy Heitkam and Natalie Valenti.

Also Present: Director Timothy Jarzemsky.

III. PUBLIC DISCUSSIONS

Ken Johnson was present. He applied for the Board Vacancy and wished to attend a meeting before being interviewed next week.

IV. APPROVAL OF AGENDA

The June Board Meeting Agenda was reviewed. Trustee Hoyle moved, and Trustee Schade seconded **the motion**, that the agenda of the June 9, 2021 Regular Library Board meeting be approved. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the May Board meeting were reviewed. Trustee Schade moved, and Trustee Dixon seconded **the motion**, that the minutes of the May 12, 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 Schade moved and Trustee Strutzel seconded **the motion**, that the Board approve the payment of bills for the month of June, 2021, in the amount of \$152,771.24 and the transfer of approximately \$350,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, Schade and Dixon. Absent: Trustee Heitkam and Valenti.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of May. On May 3rd, 29 patrons attended a Zoom Webinar, "Designing a Flower Bed with Seasonal Interest". Patrons learned how to design a garden that offers visual interest spring through fall with a few winter accents as well. On May 10th, 79 patrons attended a Zoom Webinar, "Splendors of the Vatican: Art, Architecture, and History". In the slide lecture, art historian, Jeff Mishur discussed a selection of works from the Vatican Museums

VII. REPORTS (Continued)

including works: by Leonardo, Michelangelo, Raphael, and Caravaggio. May 3rd- May 7th, 30 kids picked up kits to “Learn about Hawaii”; then 7 patrons virtually watched a storytime presented by Leslie Blount, Youth Services. The Memorial Day event at St. Paul Cemetery was cancelled this year but Kandy Jones, School Liaison, was still involved in the decorating of the graves with flags. Kandy represents the library and is on the committee for this event.

MONTHLY STATISTICS

Attachment D shows the activities for the month of May. Total circulation for the month of May was 19,459. This includes 1,108 items checked out by patrons from other libraries. This is an increase of 268%. 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 reopened for curbside service on May 18, 2020 so this accounts for the sharp increase in Circulation from May, 2020.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – Trustee Schade suggested adding a Computer Lab report or policy to next month’s agenda. Director Jarzemsky will look into this with Head of Computer Services, Sean Luster.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky gave a brief update on the Froio Memorial Garden construction.

LIAISON REPORTS

SWAN/RAILS – Attachment E is an update from SWAN. A main topic of discussion at the meeting was the change in ways that patrons can search for items.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – No report.

BIG – No report.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

JUNE COVID RESPONSE

Currently we have cancelled all in-person programs, special events, and community group use of our meeting rooms through June 30, 2021, this is based on the current pandemic related health statistics/the vaccine distribution situation, and what neighboring libraries are offering. It is recommended that we incrementally begin offering in-person programs – with a goal of having all programs in-person by September 1st. BPL will start to expand building access once we reach Phase 5 to open group study room fully, open Take 5, open Teen area, open up water fountains and return seating and tables. As we prepare for summer programs 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 the large number of children under 12 that cannot be vaccinated, we will move more slowly in moving Children programming indoors. We will also need to implement health related safely procedures for children’s programming until vaccines are available for this age group. Due to Phase 4 restrictions and the small size of the Gazebo area we have suspended the June and July summer concerts. We are have partnered with the Village of Bloomingdale and the Bloomingdale Park District on a summer concert series hosted in Circle Park with spaces marked off to ensure families can maintain social distancing.

SUMMER CONCERT SERIES

Summer Concerts are back! Enjoy a variety of music styles for free this summer! Concerts begin at 7 p.m. and are held Tuesdays at Circle Park. Concerts are presented by the Village of Bloomingdale, Bloomingdale Public Library, and Bloomingdale Park District. BPL will have a table manned by BPL staff at each concert. If you are free, please stop by and say hi!

LIBRARY IN-SERVICE DAY- 2021/APPROVAL TO CLOSE

Attachment H is tentative plans for the annual Staff In-Service day for Fiscal Year 21/22. The In-Service Committee requested the Board of Trustees to authorize us to close the library on Friday, October 1st with our second choice on the date would be Friday, September 17th. The Board inquired which date BPL staff wanted more so Director Jarzemsky will report back to them next month after speaking with Sean Luster, Head of the In-Service Committee. Our theme is “E.D.I: Equity, Diversity and Inclusion”, which was suggested to us by Tim. The committee’s next meeting is June 7th at 1 and we plan to brainstorm programming and food ideas as the subcommittees were assigned to bring ideas. The committee as a whole will continue to meet regularly. This has been tabled until next Board meeting.

APPROVAL OF OUTSTANDING CHECK POLICY

The purpose of the outstanding check policy is to ensure accurate cash reporting and

IX. NEW BUSINESS (Continued)

management.

When a check is outstanding for more than six (6) months, the Library's accountant shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check's number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once a year, the Library's accountant shall prepare a listing of all checks that have been outstanding for six months or more in which a notification was sent to the payee and the check was not claimed. A journal entry shall be made to deposit the funds into the Library's unclaimed liability account.

Once a year, in August the Library's accountant will review the outstanding listing of checks that have been deposited into the unclaimed liability account and determine which outstanding checks will be sent (checks dated three years or older) to the State of IL, Unclaimed Property Division, per State Statute.

The Board reviewed the Outstanding Check Policy. Trustee Hoyle moved and Trustee Dixon seconded **the motion**, that the Board approve the Outstanding Check Policy. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, Schade and Dixon. Absent: Trustee Heitkam and Valenti.

TRUSTEE VACANCY-JUNE UPDATE

The Board declared a vacancy at the May 12th Board meeting. The Library then promoted the vacancy to the public. The Library received three applications. The Board wished to interview all three applicants. The Board has scheduled a Special Board meeting for 6/16/21 where the three applicants will be interviewed. The Board will have the opportunity to appoint a new trustee at the end of the Special Board meeting.

BLOOMINGDALE CHAMBER STATE OF THE VILLAGE MEETING

Jamie Schingoethe, Business Office Assistant Department Head, will email the Board asking if they wish to attend the State of the Village Luncheon on 7/29/21. It was noted that there is no location for the event yet.

CHANGE TIME OF BOARD MEETINGS

This was added onto the agenda at the start of the meeting. This was suggested by Trustee Heitkam. The Board discussed the potential of changing the time of the Board meetings to earlier in the evening, potentially 6:30 or 7 p.m. The Board decided to table the discussion until next month when all Board members are present to discuss it.

X. ANNOUNCEMENT

XI. Adjournment

Trustee Strutzel moved and Trustee Dixon seconded **the motion** to adjourn the June 9, 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