

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

Prior to the start of the meeting, Village Clerk Pam Hager administered the oath of office to the newly appointed trustee Ken Johnson. Congratulations were offered to Ken.

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 Lauren Dixon, Jeremy Heitkam, Ben Hoyle, Ken Johnson, Sharon Schade, and Natalie Valenti Absent: Trustee Dave Strutzel. Also Present: Director Timothy Jarzemsky.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

The minutes of the June Board meeting were reviewed. Trustee Schade moved, and Trustee Valenti seconded **the motion**, that the minutes of the June 9, 2021 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

VI. APPROVAL OF SPECIAL BOARD MINUTES

The minutes of the Special June Board meeting were reviewed. Trustee Valenti moved, and Trustee Dixon seconded **the motion**, that the minutes of the June 16, 2021 Special Library Board meeting be approved as amended. The motion carried by voice vote.

VII. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Schade moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of July, 2021, in the amount of \$124,967.72 and the transfer of approximately \$275,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Heitkam, Johnson, Hoyle, Valenti, Dixon and Schade. Absent: Trustee Stutzel.

VIII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of June. BPL is slowly moving forward to in-person programming. Historical Book Group and

VIII. REPORTS (Continued)

Monday Night Page Turners met in person in the downstairs meeting rooms. The library is hosting pop-up programming in the Village's Gazebo this summer weather pending. Depending on the day activities include a craft, activity, chess club or storytime. Youth Services, Adult Service and Computer Services are all doing the pop-up programming.

MONTHLY STATISTICS

Attachment D shows the activities for the month of June. Total circulation for the month of June was 22,483. This includes 1,387 items checked out by patrons from other libraries. This is an increase of 211%. 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 and remained curbside-only for the entire month of June. This explains the sharp increase in Circulation from June, 2020.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Director Jarzemsky gave a brief introduction for an attachment in New Business. Building and Ground committee will need to convene in August to discuss a potential Froio Memorial Garden ribbon cutting.

LIAISON REPORTS

SWAN/RAILS – There will be a report next month. There is a RAILS Board meeting next Friday.

VILLAGE – Trustee Valenti gave a verbal report.

FRIENDS OF THE LIBRARY – No report.

BIG – No report.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

APPROVAL TO CLOSE THE LIBRARY ON 10/1 FOR STAFF IN-SERVICE DAY

The Board reviewed Attachment G. Trustee Heitkam moved and Trustee Valenti seconded **the motion**, that the Board approve the Library to close on 10/1/21 for the Staff In-Service.

X. NEW BUSINESS (Continued)

The motion carried by roll call vote: AYES: Trustees Heitkam, Johnson, Hoyle, Valenti, Dixon and Schade. Absent: Trustee Stutzel.

LIBRARY CARD DESIGNS

The BPL card was last updated in 2014. As part of our “Show Us Your Card” promotion for Library Card Sign Up Month, we are updating our library card to integrate with our updated branding. We plan to issue new cards beginning August 1st as part of this promotion. The update design coordinates with the updated Welcome Packet for new patrons. Beth Dover, PR/Marketing Coordinator surveyed staff giving them eight options for new designs asking them to rank them 1-8. We received 39 responses out of 50 staff members (78%).

The Board reviewed the attachment which displayed the currently library card design and top two new designs. Trustee Valenti moved and Trustee Johnson seconded **the motion**, that the Board approve option one, the teal card sign. The motion carried by roll call vote: AYES: Trustees Heitkam, Johnson, Hoyle, Valenti, Dixon and Schade. Absent: Trustee Stutzel.

DISCUSSION OF BOARD MEETING START TIME

The Board requested the board meetings start time be changed. The proposed time is 7 p.m. Director Jarzemsky will draft up an agenda for next month for board approval. Then the Business Office will change the public notice, website and contact daily herald.

INVESTMENT OF PUBLIC FUNDS REPORT FOR APRIL-JUNE

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, the location of the invested money and the market value.

DEPARTMENTS REPORTS TO BOARD MEMO

Each department will present a departmental report at an upcoming board meeting. The schedule goes as followed: 9/8/21- Computer Services presented by Sean Luster, Computer Services Department Head; 11/10/21- Youth Services presented by Katie Richert, Youth Services Department Head; 12/8/21- Adult Services presented by Abby Budzynski, Adult Services Department Head; 1/12/22- Circulation & Technical Services presented by Christine Sporleder, Circulation & Technical Services Department Head; and 2/9/22- Business Office presented by Director Jarzemsky and Jamie Schingoethe, Business Office Assistant Department Head.

COMPUTER LAB TIME LIMITS

The Board asked for an overview and explanation of our computer lab time limits. As with all our in-person activities, our service model has evolved due to the pandemic.

X. NEW BUSINESS (Continued)

In an effort to protect patrons and staff during the pandemic, the following changes were made to the public computer labs. Computers were removed reducing the workstation count from 15 to 6. This was done to create six feet or more of space between patron desks and to keep all patrons working a safe distance from the staff desk. Daily computer usage time was reduced to one hour per patron, increased to two hours per patron as pandemic conditions in Illinois improved. This was done to reduce the viral load that a potentially infected patron could distribute in the enclosed spaces that are our public computer labs. This is also necessary at peak times because of the reduced workstation count causing potential difficulty in patrons being able to use our computers. To mitigate the disruption this caused our checkout laptop supply was significantly increased. We also expanded Wi-Fi service and eliminated printing costs for the first 50 pages a patron printed a day to help reduce costs for patrons who may be struggling. Staff were instructed to help patrons in any way they could using our equipment in or out of the lab but not to extend patron times because it could potentially be causing a health risk for other members of the community. As Illinois entered Phase 5 on June 11th and the library has worked towards returning to full service. We have once again made all 15 workstations available in the adult computer lab and have returned to our pre-pandemic time controls. Specifically, each patron is given an hour when they sign in to the computer which should automatically refresh every hour until closing. This process does not require the patron to sign back in or do anything at all, they just continue working and the time extends.

DOMINIC FROIO MEMORIAL GARDEN-CONSTRUCTION UPDATE

The Dominic Froio Memorial Garden construction is on schedule. Apex Construction experienced some recent delays due to the continued rain the week of 06/21 which did not allow for the excavation of new foundations and the pouring of new concrete. However, Apex utilized that time to process the majority of the product submittals. Excavation, pouring of concrete foundation and footings, and new electrical rough-in for canopies will take place week of 07/05. The dragonfly canopy fabrication and assembly is underway. Paint is scheduled for 07/19 and installation of the canopies is scheduled for 08/12. Attached are pictures of the progress so far.

CHARACTER COUNTS COALITION

Fran Fleischhacker, Circ/Tech Clerk I was nominated for a Bloomingdale CHARACTER COUNTS! Coalition Award. There will be a breakfast to honor her on August 14th. The Board is invited to attend. Jamie Schingoethe, Business Office Assistant Department Head, will email the Board.

COVID RESPONSE- JULY UPDATE

Currently we have cancelled most in-person programs, special events, and community group use of our meeting rooms through July 31 2021. IDPH and the Governor moved the entire state into Phase 5 on June 11, 2021. Based on the current pandemic related health statistics/the vaccine distribution situation, and what neighboring libraries are offering. It is

X. NEW BUSINESS (Continued)

recommended that we open the meeting rooms to Allow community group bookings starting on August 1, 2021. We continue to incrementally offer select in-person programs – with a goal of having all programs in-person by September 1, 2021. 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. We are working in cooperation with the Village of Bloomingdale, The Park District, The Bloomingdale Police Department, and the Bloomingdale Fire Protection District on a community wide Halloween Party on Saturday October 23, 2021

BLOOMINGDALE CHAMBER STATE OF THE VILLAGE MEETING

Jamie Schingoethe, Business Office Assistant Department Head, will email the Board if they wish to attend the State of the Village Luncheon on 7/29/21.

XI. ANNOUNCEMENT

End of Summer Reading Celebration- BPL will be having a mini Ice Cream Social called the End of Summer Reading Celebration on 8/5/21 from 5:30-8:30 p.m. The Board is invited to attend if they wish.

BPL Highlighted in National Publication- BPL’s “Total Request Live: BPL Piano Show! Featuring Kaleen Dolan” was featured in “Going Virtual: Programs and Insights from a Time of Crisis.”

XII. EXECUTIVE SESSION

Trustee Heitkam moved and Trustee Dixon seconded **the motion** to enter the Executive Session at 8:41 p.m. The motion carried by roll call vote: AYES: Trustees Heitkam, Johnson, Hoyle, Valenti, Dixon and Schade. Absent: Trustee Stutzel.

XIII. APPROVAL OF ITEMS REVIEWED IN EXECUTIVE SESSION*

APPROVAL OF EXECUTIVE SESSION MINUTES OF 1/8/20

Trustee Valenti moved and Trustee Johnson seconded **the motion** that the minutes of the Executive Session of 1/8/20 be approved and released. The motion carried by roll call vote. AYES: Trustees Hoyle, Valenti, Johnson, Dixon, Heitkam, and Schade Absent: Strutzel.

APPROVAL OF DESTRUCTION OF VERBATIM RECORDS OF 1/8/2020

Trustee Heitkam moved and Trustee Johnson seconded **the motion** that the verbatim recording of the Executive Session of 1/8/20 be destroyed. The motion carried by roll call vote. AYES: Trustees Hoyle, Valenti, Johnson, Dixon, Heitkam, and Schade Absent: Strutzel.

XIV. Adjournment

Trustee Valenti moved and Trustee Heitkam seconded **the motion** to adjourn the July 14, 2021 Library Board meeting at 8:48 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe