

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
AUGUST 11, 2021**

**I. CALL TO ORDER**

The meeting was called to order by President Hoyle at 7:30 p.m.

**II. ROLL CALL**

Upon roll call, the following Trustees were present in person: Trustee Lauren Dixon, Jeremy Heitkam, Ben Hoyle, Ken Johnson, Dave Strutzel, and Natalie Valenti Also Present: Director Timothy Jarzemsky. Absent: Trustee Sharon Schade.

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The August Board Meeting Agenda was reviewed. Trustee Strutzel moved, and Trustee Valenti seconded **the motion**, that the agenda of the August 11, 2021 Regular Library Board meeting be approved. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the July Board meeting were reviewed. Trustee Heitkam moved, and Trustee Dixon seconded **the motion**, that the minutes of the July 14, 2021 Regular Library Board meeting be approved as amended. The motion carried by voice vote. Abstain: Trustee Dave Stutzel.

**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 August, 2021, in the amount of \$148,086.19 and the transfer of approximately \$300,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Johnson, Strutzel, Hoyle, Valenti, Dixon and Heitkam. Absent: Trustee Sharon Schade.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events that took place at the library during the month of July. Director Jarzemsky gave a recap on the Summer Reading Program for kids, teens, adult, staff and board. The BPL card redesign is complete; cards will be received early August. Director Jarzemsky reviewed the rest of the back with the Board.

**MONTHLY STATISTICS**

Attachment D shows the activities for the month of July. Total circulation for the month of July was 22,897. This includes 1,325 items checked out by patrons from other libraries. This is an increase of 40%. 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

## **VII. REPORTS (Continued)**

reopened for curbside service on May 18, 2020 and remained curbside-only for the entire month of June, 2020. BPL reopened to the public for limited services in-building on July 6, 2020. This explains the sharp increase in Circulation from July, 2020. In 2019, total circulation was 21,290 which is more a more comparable number to 2021 then 2020's numbers.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – Director Jarzemsky is working on updating the Chase Bank account in order to add new signers (Trustee Heitkam and Trustee Schade) onto the account. First, Trustee Hoyle and Director Jarzemsky need to become account representatives then we can update the signers on the account.

**BUILDING AND GROUNDS** – The Froio project is on target. Director Jarzemsky distributed an updated Architect's Construction Report and gave a verbal update. The Building and Grounds committee met to discuss options for a ribbon cutting for the Dominic Froio Memorial Garden and Makerspace. Many ideas were discussed. The committee suggested a dual ribbon cutting outside. We will have activities outside to feature all the different parts of the Dominic Froio Memorial Garden but also announce that the Makerspace is open. To draw people inside we plan to do a tour of the Makerspace then after the tour there will be refreshments to take with you. The refreshments will be inside in order to bring people in the Makerspace. There are funds in the special events budget line to use for this event. The ribbon cutting will take place on Saturday 9/25/21 from 10-11 a.m.

### **LIAISON REPORTS**

**SWAN/RAILS** – Attachment E is the Swan Board meeting agenda from July 23<sup>rd</sup> meeting.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – Trustee Valenti cashed a recent check from the Amazon reseller. She also received a request for a new member.

**BIG** – Director Jarzemsky reported that BIG will probably start up again in September.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **BOARD MEETING TIME**

The BPL Board meetings are held at 7:30 PM on the second Wednesday of each month.

As discussed at the July Board meeting, the Board expressed an interest in starting earlier. The most agreed upon new start time was 7 PM. The Library Director and staff can accommodate any change in start time.

The Board discussed and made the following motion. Trustee Heitkam moved and Trustee Valenti seconded **the motion**, that the Board approve changing the Board meeting start time to 7 p.m. on the second Wednesday of each month. The motion carried by roll call vote: AYES: Trustees Johnson, Strutzel, Hoyle, Valenti, Dixon and Heitkam. Absent: Trustee Sharon Schade.

### **APPROVAL OF MODIFIED BOARD MEETING DATES & TIME RESOLUTION**

President Hoyle presented Resolution No. 2021/2022-2 entitled "Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois."

Trustee Heitkam 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 Johnson, Strutzel, Hoyle, Valenti, Dixon and Heitkam. Absent: Trustee Sharon 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.

### **PER CAPITA GRANT AWARD LETTER**

Bloomingdale Public Library was awarded a FY 2021 Illinois Public Library Per Capita Grant in the amount of \$32,476.55. Director Jarzemsky mentioned that this award letter is simply letting us know what the grant amount will be. The actual check has not been received.

### **BEST OF BLOOMINGDALE NOMINATION**

BPL was nominated in the non-profit category for Best of Bloomingdale. We were nominated by a member of the public, and then we self-nominated ourselves to confirm the nomination. Voting took place until 8/9/21. Beth Dover, PR/Marketing Coordinator promoted the voting via our social media, website, and e-news. Previously, we were nominated in 2019 for the non-profit category which we did not win because we won overall

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

Best of Bloomingdale Award that year. The Board is invited to attend the award dinner, Jamie Schingoethe, Business Office Assistant Department Head, will email.

### **COVID RESPONSE- AUGUST UPDATE**

Currently we have cancelled most in-person programs and special events through August 31 2021. IDPH and the Governor moved the entire state into Phase 5 on June 11, 2021.

As of 8/09/21, DuPage County had a 4.98 Daily Test Positivity rate. Total administered doses: 13,388,013, Vaccine Administration 7-Day Rolling Average 25,244; Illinois Population 18+ Fully Vaccinated: 6,041,796 (61.13%); and Illinois Population 12+ Fully Vaccinated 6,417,726 (59%).

Based on the current pandemic related health statistics/the vaccine distribution situation and what neighboring libraries are offering, it is 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 Sept 1, 2021. Open group study room fully, open quiet study room, return the computer lab to pre-pandemic service level, open Take 5, open Teen area, open up water fountains and return seating and tables.

As per CDC recommendations, and due to the fact that DuPage County is categorized as having substantia transmission, we have reinstated the Mask Mandate for indoor visitors.

With community groups starting to book the meeting rooms in August, we need to make sure we follow these safety protocols: hand sanitizer is available in each room in a prominent place. For set-ups, chairs will be at least 3 feet apart (this follows CDC guidance for schools). We added signage in each room that indicates the following: BPL Meeting room safety guidelines, Guests are encouraged to use hand sanitizer upon entering meeting rooms, Chairs must be at least 3 feet apart and Masks are available in the lobby.

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.

If IDPH modifies their recommendations, we have ability to proactively and quickly suspend in-person programming and return to virtual programming.

## **X. ANNOUNCEMENT**

**Annual Volunteer Month-** BPL is not hosting an in-person Volunteer Fair this year due to the pandemic but instead is hosting a Volunteer Month in August.

**XI. Adjournment**

Trustee Valenti moved and Trustee Strutzel seconded **the motion** to adjourn the August 11, 2021 Library Board meeting at 8:08 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe