

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 8, 2021**

**I. CALL TO ORDER**

The meeting was called to order by President Hoyle at 7:00 p.m.

**II. ROLL CALL**

Upon roll call, the following Trustees were present in person: Trustee Lauren Dixon, Ben Hoyle, Ken Johnson, Dave Strutzel, and Natalie Valenti

Absent: Trustees Jeremy Heitkam and Sharon Schade.

Also Present: Director Timothy Jarzemsky and Sean Luster, Computer Services Department Head.

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The September Board Meeting Agenda was reviewed. Trustee Johnson moved, and Trustee Valenti seconded **the motion**, that the agenda of the September 8, 2021 Regular Library Board meeting be approved. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the August Board meeting were reviewed. Trustee Johnson moved, and Trustee Valenti seconded **the motion**, that the minutes of the August 11, 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 Johnson seconded **the motion**, that the Board approve the payment of bills for the month of September, 2021, in the amount of \$143,126.34 and the transfer of approximately \$300,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Stutzel, Johnson, Hoyle, Valenti, and Dixon. Absent: Trustees Heitkam and Schade.

**Addition to Roll Call: Trustee Sharon Schade 7:04 p.m.**

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events that took place at the library during the month of August. The summer concerts series (June 15<sup>th</sup>- August 17<sup>th</sup>) was co-sponsored by the Village, Library & Park District. The first two concerts were held at Circle Park then they switched locations to Old Town. The concerts started at 7 p.m. BPL staff from all departments attended the concerts with the BPL table with promotional items and library information. The End of Summer Reading Celebration took place on 8/6/21. There were

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

156 visitors outside and 55 toured the Makerspace. We had many activities for patrons to enjoy: ice cream, popcorn, a craft, a tour of the makerspace, BPL swag and information about the library/library services/upcoming library events. The ice cream was donated by CornerStone Faith Community Church. BPL is slowly moving back to in-person programming.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of August. Total circulation for the month of August was 22,030. This includes 1,044 items checked out by patrons from other libraries. This is an increase of 12%. 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, 2020. BPL reopened to the public for limited services in-building on July 6, 2020.

### **STANDING COMMITTEES**

**PERSONNEL** – The personnel sub-committee will need to convene to plan for January 1<sup>st</sup> minimum wage increase. The committee will need to meet before next month's board meeting.

**POLICY** – The policy sub-committee will need to convene to review and update the Reference & Homebound and Makerspace Policies.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – No report.

### **LIAISON REPORTS**

**SWAN/RAILS** – Attachment F is the SWAN Quarterly meeting.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – No report.

**BIG** – BIG meetings will resume in October and the Library will be hosting the first one. The entire Board is invited.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **COMPUTER SERVICES DEPARTMENT REPORT- SEAN LUSTER**

Each Department Head will report at an upcoming Board meeting. The schedule was previously distributed at the July Board meeting. The goal of the presentation is to give the Board a firsthand look at each department. Director Jarzemsky introduced Sean Luster, Computer Services Department Head. Sean presented information about the Computer Services department including Computer Services staff. He answered questions from the board and they thanked Sean for his report.

**Removal from Roll: Sean Luster, Computer Services Department Head at 7:46 p.m.**

### **APPROVAL OF HOLIDAY CLOSINGS**

In 2021, both Christmas and New Year holiday fall on a Saturday and 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.”

Therefore it is Director Jarzemsky’s recommendation that the Board approve closing the Library on 12/24-12/26 for the Christmas holiday and 12/31-1/2 for the New Year holiday.

Trustee Stutzel moved and Trustee Valenti seconded **the motion**, that the Board approve the Christmas and New Year’s holiday closings. The motion carried by roll call vote: AYES: Trustees Stutzel, Johnson, Hoyle, Valenti, Dixon and Schade. Absent: Trustee Heitkam.

### **BOARD COMMITTEE ASSIGNMENTS**

The updated sub-committee assignments goes as followed; Building and Grounds: Trustees Valenti and Dixon, Policy: Trustees Schade and Heitkam, Personnel: Trustees Hoyle and Dixon, Finance: Trustees Johnson and Hoyle.

### **APPOINT CHASE BANK AUTHORIZED REPRESENTATIVES**

The Board members have changed over time and in order to appoint trustees as authorized signers to our Chase Checking Account, we must first appoint Authorized Representatives for the account. The Library Accountant reached out to Chase, the recommend steps are:

We need to name one or two people to be "Authorizing Representative." This needs to be an action item at the meeting, and the minutes need to reflect such. Director Jarzemsky felt a good choice would be the Library Director and Board President.

The bank will need a copy of the minutes from the meeting designating the Authorizing

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

Representative. The Authorizing Representatives can then facilitate updating the list of authorized signers. Currently, there are signers on the account that are no longer on the board, these individuals should be removed. The authorizing representative can also be a signer on the account.

Once it is decided who the signers are, they need to go to the bank with one of the Authorized Representative. Two forms of identification will need to be presented.

Each month, we approve checks and a good business practice to have two trustees review and approve each check and then sign them. Traditionally, we have all of the Board officers authorized as signers for the checks. That would include the President, Vice-President, Treasurer and Secretary. The Library Director is not a signer.

Trustee Valenti moved and Trustee Strutzel seconded **the motion**, that the Board approval of Timothy Jarzemsky, Library Director, and Ben Hoyle, Board President as Authorized Representatives for the Chase Checking Account. The motion carried by roll call vote: AYES: Trustees Stutzel, Johnson, Hoyle, Valenti, Dixon and Schade. Absent: Trustee Heitkam.

### **DOMINIC FROIO MEMORIAL GARDEN GRAND OPENING**

Director Jarzemsky gave a brief update on how the construction is going. Attachment J is an invited to the Dominic Froio Memorial Garden Grand Opening. The Board is invited to attend.

Director Jarzemsky distributed a document with two proposed names for the Makerspace.

BPL Makerspace: Generic and easy to understand, this name incorporates the initials that are on most of our publications. The term makerspace is understood and widely used in contexts beyond libraries as well. It's the common title we've been using while the space has been "under construction" so there wouldn't be much learning curve to get used to the name.

Maker 101: This name describes the use of the space but shifts the focus to the patron and their new skills/identity as makers. 101 is common shorthand for "beginner" which encourages those new to maker culture and highlights it as a learning space, but also plays on the address of the library, giving it a personalized feel. It's unique but not unpronounceable or so trendy that it will be out of date as libraries evolve into the future.

The Board chose BPL Makerspace.

### **FROIO ESTATE UPDATE**

Attachment K is another check from the Estate of Dominic Froio. We received an additional check of \$107,441.29. We will use these funds to update the Youth Services Computer

**IX. NEW BUSINESS (Continued)**

Lab and get lockers for outside hold pickups.

**X. ANNOUNCEMENT**

**Staff In-Service Agenda 10/1/21 8:30-4:30 p.m.-** The Board is invited to attend the Staff In-Service. Jamie Schingoethe, Business Office Assistant Department Head will email the Board when it gets closer to the date to see who is attending.

**Halloween Party 10/23/21 11-2 p.m.-** The Board is invited to attend the annual Halloween Party. We will be having our regular event again this year except we changed the time.

**New Welcome Packet-** Director Jarzemsky distributed the New Welcome Packets featuring the newly designed library cards.

**XI. Adjournment**

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

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe