

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
FEBRUARY 16, 2022**

**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, Ken Johnson, Ben Hoyle, Sharon Schade, Dave Strutzel and Natalie Valenti.

Also Present: Director Timothy Jarzemsky.

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The February Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Strutzel seconded **the motion**, that the agenda of the February 16, 2022 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the January Board meeting were reviewed. Trustee Strutzel moved, and Trustee Valenti seconded **the motion**, that the minutes of the January 12, 2022 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

**VI. APPROVAL OF SPECIAL BOARD MEETING MINUTES**

The minutes of the Special Board meeting were reviewed. Trustee Johnson moved, and Trustee Hoyle seconded the motion, that the minutes of the January 29, 2022 Regular Library Board meeting be approved as amended. The motion carried by voice vote. Abstain: Trustee Dave Strutzel.

**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 February, 2022, in the amount of \$88,246.15 and the transfer of approximately \$150,000.00 for bills and salaries. It was requested that additional information be added to attachment B. The motion carried by roll call vote: AYES: Trustees Schade, Johnson, Hoyle, Valenti, Dixon and Strutzel.

**VIII. NEW BUSINESS**

**REVIEW OF LIBRARY TRUSTEE VACANCY CANDIDATE**

An interview session was conducted. The Board received six applications for the vacancy created by Jeremy Heitkam's resignation. One applicant withdrew. Four

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

candidates were interviewed on 1/29/22. One candidate was interviewed at the February Board meeting on 2/16/22: Laura Starks.

Laura Starks entered the meeting at 7:06 p.m. and left the meeting at 7:20 p.m.

She was given the opportunity to introduce herself and ask questions of the Board. The Board asked Laura the same five questions previously asked of the other candidates at the 1/29/22 meeting.

## **IX. REPORTS**

### **LIBRARIAN'S REPORT**

Director Jarzemsky reported on events that took place at the library during the month of January. Each department was reviewed including highlights.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of January. Total circulation for the month of January was 20,944. This includes 1,395 items checked out by patrons from other libraries.

### **STANDING COMMITTEES**

**PERSONNEL** – Attachment F will be discussed later on in the agenda with the set max raise information.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – Director Jarzemsky passed out a mask memo. It is Director Jarzemsky's recommendation that the Bloomingdale Public Library follow the Governor's guidance and that we move to masks optional for guests and staff on February 28, 2022. Our staff will continue to take steps to keep BPL a safe workplace by offering masks to staff and visitors, having ample hand sanitizer, and carefully balancing in-person and virtual programming. When we offer In-person programming, we utilize our larger meeting room spaces and limit attendees.

**Addition to Roll: Ginger Boskelly, Library Accountant enters the meeting at 7:29 p.m.**

### **LIAISON REPORTS**

**SWAN/RAILS** – Attachment G is the agenda from the SWAN board meeting. Page 23 chart 1 shows the FY SWAN fees. BPL annual fee this FY is \$47,527.

## **IX. REPORTS (Continued)**

**VILLAGE** – Trustee Valenti gave a verbal report.

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

**BIG** – The last meeting is cancelled. The Village may reschedule the meeting, Director Jarzemsky will update the Board.

## **X. UNFINISHED BUSINESS**

## **XI. NEW BUSINESS**

### **BUSINESS OFFICE PRESENTATION**

Each Department Head reported at Board meeting this FY. The schedule was previously distributed at the July 2021 Board meeting. The goal of the presentation is to give the Board a firsthand look at each department. The Business Office is the last department to report. Director Jarzemsky presented information about the Business Office including Business Office staff. Ginger Boskelly, Accountant, was present.

**Removal from Roll: Ginger Boskelly left meeting at 8:10 p.m.**

### **ANNUAL STATEMENT OF PROPERTY TAX PAYMENTS**

Director Jarzemsky provided the Board with the letter from Gwen Henry, DuPage County Treasurer, which shows the annual statement of 2020 Levy collected and distributed to the Library.

### **SUMMER CONCERT SERIES 2022**

Director Jarzemsky stated the library will be hosting three concerts this summer on June 10th, July 8th, and August 12th. The concerts this year will be featured in the new Dominic Froio Memorial Garden.

### **SET MAX RAISE FOR FY 2022/2023**

The determination of the percentage of raises is a necessary component of the budget process. The salary program is a combination of the cost of living and merit raises. Director Jarzemsky explained how raises are given to employees and how employees can receive a higher raise based on evaluation scores. The data provided included recent inflation data, industry, and cost of living figures. A history of past raises was also included.

Trustees Hoyle and Dixon met as the Personnel Committee and a discussion took place concerning the data provided.

The recommendation is 5%. Trustee Valenti moved and Trustee Strutzel **seconded the**

## **XI. NEW BUSINESS (Contiued)**

**motion**, to approve a maximum raise of up to 5% for fiscal year 2022/2023. The motion carried by roll call vote: AYES: Trustees Schade, Johnson, Hoyle, Valenti, Dixon and Strutzel.

## **XII. ANNOUNCEMENT**

**Love Our Veterans-** The Love Our Veterans is an annual collection that supports the Bloomingdale VFW Post 7539. During the month of February, donations of move in essentials will be accepted at the Library as well as at the Village Hall, Fire Department, and Park Distinct facilities. Donated items will be provided to Veterans who are exiting homelessness. Only new, store-bought items will be accepted.

## **XIII. Executive Session**

### **REVIEW OF CANDIDATES TO FILL BOARD VACANCY**

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 8:43 p.m. Trustee Hoyle moved, and Trustee Valenti 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 Schade, Johnson, Hoyle, Valenti, Dixon and Strutzel.

## **XIV. Approval of items reviewed in Executive Session**

### **APPOINTMENT TO FILL VACANCY**

The following motion was made: Trustee Dixon moved, and Trustee Valenti seconded **the motion**, that the Board appoints Ashok Dhiman to fill the Heitkam Vacancy. The motion carried by roll call vote: AYES: Trustees Schade, Johnson, Hoyle, Valenti, and Dixon. Abstain: Trustee Strutzel.

**XV. Adjournment**

Trustee Strutzel moved and Trustee Dixon seconded **the motion** to adjourn the February 12, 2022 Library Board meeting at 9:06 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_  
(Minutes recorded by Jamie Schingoethe)