

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 11, 2022**

I. CALL TO ORDER

The meeting was called to order by Vice-President Valenti at 7:01 p.m.

II. ROLL CALL

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

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The May Board Meeting Agenda was reviewed. Trustee Johnson moved, and Trustee Strutzel seconded **the motion**, that the agenda of the May 11, 2022 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the April Board meeting were reviewed. Trustee Johnson moved, and Trustee Dhiman seconded **the motion**, that the minutes of the April 13, 2022 Regular Library Board meeting be approved as amended. The motion carried by voice vote. Abstain: Trustee Strutzel.

VI. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Valenti moved and Trustee Strutzel seconded **the motion**, that the Board approve the payment of bills for the month of May, 2022, in the amount of \$69,588.48 and the transfer of approximately \$200,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Johnson, Dhiman, Valenti and Strutzel. Absent: Trustee Hoyle, Dixon and Schade.

VII. REPORTS

LIBRARIAN'S REPORT

Director Jarzemsky reported on events that took place at the library during the month of April. He went over each department report, highlighting a few well attended programs; "Chicago Architecture Highlights: A Virtual Walking Tour," "Take It Make It Craft Box," and "DNA Day." Youth and Adult transactions are up and we had 223 outdoor Wi-Fi users.

MONTHLY STATISTICS

Attachment D shows the activities for the month of April. Total circulation for the month of April was 20,333. This is an increase of 2.6% over April, 2022. This includes 1,235 items checked out by patrons from other libraries. Library Circulation staff processed 2,759 items

VII. REPORTS (Continued)

to send to other libraries via the RAILS delivery service.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – Attachment E is the Holds Locker Update; BPL placed an order for the D-Tech Holds locker. The unit will be installed to the right of the front entrance. Delivery and installation will take approximately 10 weeks. Attachment F is a Memo from Kelly Cusack, Maintenance Supervisor, regarding seepage in the lower level at the Library.

LIAISON REPORTS

SWAN/RAILS – SWAN meeting was 4/22 at the Midlothian Public Library, Director Jarzemsky attended and gave highlight of the meeting.

VILLAGE – Trustee Valenti gave a verbal report.

FRIENDS OF THE LIBRARY – No report.

BIG – Attachment H is recap of the meeting.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

OPERATING BUDGET FY 2022/2023

Attachment I shows the Fiscal Year 2022\2023 budget details. Department Heads and other library supervisors had input in creating the budget lines within Attachment I. The projected General Fund expenditure for FY 2022/2023 is \$3,141,616.58. Director Jarzemsky discussed various projects that are proposed to be completed within the fiscal year.

After a final review and discussion of the budget document, Trustee Valenti moved and Trustee Strutzel seconded **the motion**, that the Board approve the Budget of \$3,141,616.58 for Fiscal Year 2022/2023 as presented.

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

IX. NEW BUSINESS (Continued)

BUILDING FUND SCHEUDLE 2022/2023

Director Jarzemsky explained that the estimated and proposed expenditures of the Building Fund are listed on Attachment J. He reviewed the list of expenditures with the Board. This is the official planning document for the Building Fund and the proposed expenditures for 2022/2023 that amounts to \$201,500.00. Projects such as the HVAC, plumbing, electrical, office chairs, holds locker, and washroom updates were discussed.

Based on the discussion, Trustee Valenti moved and Trustee Johnson seconded **the motion** to approve the Building Fund expenditures for 2022/2023 in the amount of \$201,500.00. The motion carried by roll call vote: AYES: Trustees Johnson, Dhiman, Valenti and Strutzel. Absent: Trustee Dixon, Hoyle and Schade.

BUILDING FUND TRANSFER

Director Jarzemsky presented the proposed transfer of \$300,000 from the 2022/2023 Operating Budget to the Building Fund.

We annually budgeted for a year-end transfer to the building fund. These transfers are essential in maintaining the reserves in our Building Fund which is the source for all our capital projects. As required by law, the library maintains and updates a plan for the use of these funds. The key to managing the Building Fund in a fair and prudent manner is to have a plan for the use of the funds. The Library's Building Fund schedule details plans for capital improvements over both short and long terms. Therefore, Director Jarzemsky recommended that we approve this transfer.

Based on the discussion, Trustee Strutzel moved and Trustee Valenti seconded **the motion** to approve the Transfer to Building Fund. The motion carried by roll call vote: AYES: Trustees Johnson, Dhiman, Valenti and Strutzel. Absent: Trustee Dixon, Hoyle and Schade.

Addition to the Roll: President Hoyle enters the meeting at 7:49 p.m.

RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS 2022/2023

President Hoyle presented the Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year beginning May 1, 2022 and ending April 30, 2023.

Trustee Valenti moved and Trustee Hoyle seconded **the motion** that said resolution 2022/2023-1 as presented be adopted including an appropriation in the amount of \$3,490,999.54 and a levy in the amount of \$3,082,350.00.

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

IX. NEW BUSINESS (Continued)

voted AYES: Trustees Johnson, Dhiman, Valenti, Strutzel and Hoyle. Absent: Trustee Dixon and 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.

LEGISLATIVE UPDATE

Attachment M is a 2022 IL legislative update regarding Board trustee vacancies and Non-resident card fees for children under 18.

LIBRARY RELATED ARTICLE

Attachment N is regarding Cook County property tax bills facing delays.

X. ANNOUNCEMENT

President Hoyle and Director Jarzemsky shared an email from Trustee Sharon Schade announcing her resignation effective immediately when the email was presented on 5/11. At that time, the Board announced a vacancy. Trustee Hoyle moved and Trustee Valenti seconded **the motion** to declare a vacancy. The motion carried by voice vote. Absent: Trustee Dixon.

XI. Executive Session Library Director Review

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 8:24 p.m. Trustee Valenti, and Trustee Strutzel 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 Strutzel, Hoyle, Valenti, Johnson, Dhiman and Valenti.. NAYS: None. ABSENT: Dixon

XII. Approval of Items reviewed in Executive Session

Trustee Valenti moved and Trustee Strutzel seconded **the motion** that the FY 2022/23 salary for the Library Director, as recommended in executive session be approved. The motion carried by roll call vote: AYES: Trustees, Hoyle, Strutzel, Valenti, Johnson, Dhiman. NAYS: None. ABSENT: Trustee Dixon.

XIII. Adjournment

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the May 11, 2022 Library Board meeting at 8:55 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____
(Minutes recorded by Jamie Schingoethe)