

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
JULY 13, 2022**

Prior to the start of the meeting, Village Clerk Pam Hager administered the oath of office to the newly appointed Trustee Sharon Karpel. Congratulations were offered to Sharon.

**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 Ashok Dhiman, Lauren Dixon, Ben Hoyle, Sharon Karpel, Ken Johnson, Dave Strutzel, and Natalie Valenti. Also Present: Director Timothy Jarzemsky.

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The July Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Dixon seconded **the motion**, that the agenda of the July 13, 2022 Regular Library Board meeting be approved. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the June Board meeting were reviewed. Trustee Johnson moved, and Trustee Strutzel seconded **the motion**, that the minutes of the June 8, 2022 Regular Library Board meeting be approved. The motion carried by voice vote.

**VI. TREASURER'S REPORT**

The Board reviewed the Treasurer's Report. Trustee Johnson moved and Trustee Strutzel seconded **the motion**, that the Board approve the payment of bills for the month of June, 2022, in the amount of \$66,374.01 and the transfer of approximately \$265,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Johnson, Karpel, Strutzel, Hoyle, Valenti, Dixon and Dhiman.

**VII. REPORTS**

**LIBRARIAN'S REPORT**

Director Jarzemsky reported on events that took place at the library during the month of June. The Secretary of State held a mobile event at the library on June 30<sup>th</sup> where 75 patrons were able to renew or correct their driver's license or state ID and purchase license plate stickers. This event was co-sponsored by the Village of Bloomingdale. Director Jarzemsky thanked Adult Services staff for their hard work on this event. In the future, BPL hopes to make this an annual or bi-annual event. On June 24<sup>th</sup>, the Library welcomed almost two dozen farm animals for patrons to pet and feed. There were 525 patrons who

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

attended. Director Jarzemsky thanked Kandy Jones, School Liaison; Katie Richert, Youth Serviced Department Head; and BPL staff for their hard work with this event. On June 10<sup>th</sup>, BPL had the first concert of the summer, The Jolly Ringwalds. We had 116 patrons in attendance. New this year, the concert was featured in the Dominic Froio Memorial Garden. The Jolly Ringwalds had everyone singing and dancing along to 80's tunes. With multiple singers, they provided a fun, interactive experience for all ages. At the concert, we had: ice cream, popcorn, water available for purchase and free goodies for the adults and kids. Director Jarzemsky thanked Jamie Schingoethe, Business Office Assistant Department Head, Kristina Giovanni, Adult Services Adult Programmer; and other BPL staff for their hard work coordinating the event. Beth Dover, PR/Marketing Coordinator, continues working with Jamie and Sean Luster, Head of Computer Services, to put together the brick map for all memorial bricks that have been relocated along the edge of the Memorial Garden. 6 patrons attended STEM Club: Tech Time on June 9<sup>th</sup>. Students used the Snap Circuits to make a "Hypnotizing Machine." All the students were girls and many it was their first time learning about circuits.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of June. Total circulation for the month of June was 22,866. This is an increase of 2% over June, 2021. This includes 1,244 items checked out by patrons from other libraries.

Library Circulation staff processed 2,873 items to send to other libraries via the RAILS delivery service.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – A brief update was given on the HVAC system, outdoor holds locker, and public upstairs washrooms.

### **LIAISON REPORTS**

**SWAN/RAILS** – No report.

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

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

**BIG** – The next BIG meeting is at the Bloomingdale Fire Station on 7/28. Traditionally, BPL

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

can send up to two Board members to the meetings.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **APPROVAL OF DLA ARCHITECTS DRAINAGE STUDY**

Attachment F is a Memorandum of Understanding from DLA Architects which provide the scope of work for the project. Architectural and Civil Engineering Services in the preparation of a drainage investigation report focused on the tracing and documenting the existing drainage tiles systems around the perimeter of the library.

Trustee Valenti moved and Trustee Dhiman seconded **the motion**, that the Board approve the drainage investigation report on fixed fee basis in the amount of \$15,345. The motion carried by roll call vote: AYES: Trustees Johnson, Karpel, Strutzel, Hoyle, Valenti, Dixon and Dhiman.

### **QUIET STUDY ROOM UPDATE**

The Quiet Study Room is a place patrons often use to have a quieter atmosphere for studying, working, or reading. The room has not been updated since technology started playing a larger role in the education and work life of the Bloomindale community. Before the update, there was not ample electricity available for easy access for those who need to power up a laptop or other mobile devices. In addition, the room was set up with four study carrels with a design for the room to be shared with others, which was not always a successful, or an ideal arrangement for quiet study. To make the Quiet Study Room ideal for a place for quiet study, a larger single table with several chairs has replaced the old study carrels and old chairs. More electrical outlets were added throughout the room. In addition, a mobile dry erase board was added to the room and soon we will add one comfortable chair to with the side table in the room.

### **YS CALMING ROOM UPDATE**

All local schools now issue laptops/tablets to students as a result the Youth Services computer lab was obsolete. The department now has a laptop and children's iPads in order to meet our technology need. Youth Services endeavored to create a room that would allow a family to study or work together while also keeping their young children safe and within sightlines. Another purpose for this room would be a place dedicated and carved out for kids to take a sensory break when needed. Lastly, the library does not have a good space for mothers needing to nurse/feed/pump. This room will serve all three things at once. The furniture and activity panels for this room were generously funded by Mr. Dominic Froio's estate. It will also serve all different kinds of people in keeping with Froio's vision.

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

### **IL PUBLIC LIBRARY ANNUAL REPORT (IPLAR) FILED**

The Illinois Public Library Annual report (IPLAR) is a recap of all the activities that took place in the library from previous year and needs to be filed with the State. The filing of this report makes the library eligible for the receipt of a Per Capita Grant.

### **APPROVAL OF HOLIDAY CLOSINGS**

The upcoming Christmas and New Year holiday's falls on the weekend. 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." The Department Heads were surveyed and Business Office staff were consulted, additionally neighboring libraries were contacted to inquire as to how they were handling closures. Based on this information it is Director Jarzemksy's recommendation that the Board approve the following closings for the Christmas and New Year's holiday: Closed 3 days for each holiday; Saturday 12/24/22, Sunday 12/25/22 and Monday 12/26/22 for Christmas and Saturday 12/31/22, Sunday 1/1/23 and Monday 1/2/23 for New Year's.

Trustee Valenti moved and Trustee Strutzel seconded **the motion**, that the Board approve the holidays closings as presented. The motion carried by roll call vote: AYES: Trustees Johnson, Karpel, Strutzel, Hoyle, Valenti, Dixon and Dhiman.

### **INVESTMET 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.

## **X. ANNOUNCEMENT**

The Board is invited to attend the upcoming Ice Cream Social on Thursday, 8/4; advertisement for the event will be available soon.

## **XI. Executive Session**

**Semi-Annual Review of Closed Session Minutes-** Upon review of all closed sessions minutes there were no minutes that have reached 18 months so no executive session was needed.

**XII. Approval of items reviewed in Executive Session-** Upon review of all closed sessions minutes there were no minutes that have reached 18 months so no executive session was needed.

### **XIII. Adjournment**

Trustee Dixon moved and Trustee Valenti seconded **the motion** to adjourn the July 13, 2022 Library Board meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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