

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JANUARY 11, 2023**

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, Ken Johnson, Sharon Karpiel, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The January Board Meeting Agenda was reviewed. Trustee Johnson moved, and Trustee Dhiman seconded **the motion**, that the agenda of the January 11, 2023 Regular Library Board meeting be approved as amended to move the Audit following the Treasurer's report. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the December Board meeting were reviewed. Trustee Dixon moved, and Trustee Hoyle seconded **the motion**, that the minutes of the December 14, 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 Karpiel seconded **the motion**, that the Board approve the payment of bills for the month of December 2022, in the amount of \$55,362.18 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Strutzel, Johnson, Hoyle, Valenti, Dixon, Dhiman and Karpiel.

VII. REPORTS

LIBRARIAN'S REPORT

Director Jarzemsky reported on events that took place at the library during the month of December. Unlike other BPL events, Breakfast & Brunch with Santa is a ticketed event hosted by the Library and held at the Bloomingdale Golf Club. This is the first year back since 2019 and families were very thankful to have their BPL tradition return. Tickets go on sale each year in early November and usually sell out within a couple of weeks. The tickets were sold for a minimal fee to help BPL offset some of the cost of the event. We offered two face painters, two balloon artists, a magician, a DJ and dance floor, a BPL craft, free goodies bags for all kids filled with fun holiday items and a children's book, continental breakfast buffet, and of course, Santa and Mrs. Claus. BPL once again gave out free popcorn at the Village's Kris Kringle Market on Friday, December 2. Beth Dover,

VII. REPORTS (Continued)

PR/Marketing Coordinator, Abby Budzynski, Adult Services Department Head, Jessica Frasier, Adult Services Assistant Department Head, Linda Scilingo, and Rachel White staffed the popcorn area. Gold Medal Products donated popcorn for the event. We popped and gave away 3-1/2 cases before leaving due to high winds that were affecting the popcorn machine and tent. Beth Dover, PR/Marketing Coordinator continues to update signage for the logo, consistency of wording/appearance, and accuracy. Beth worked with Jessica Frazier to create new directional signage for the upstairs restroom. They used the Makerspace to design vinyl and 3D print braille for the room signage.

MONTHLY STATISTICS

Attachment D shows the activities for the month of December. Total circulation for the month of December was 18,682; this is a 3% increase over December, 2021. This includes 1,407 items checked out by patrons from other libraries.

STANDING COMMITTEES

PERSONNEL – We will email Trustee Hoyle and Dixon about setting up personnel meeting in the near future.

POLICY – A Policy sub-committee meeting will take place on January 20th with Trustee Karpel and Dhiman, Circ/Tech Department Head, Christine Sporleder and Adult Services Department Head, Abby Budzynski and Director Jarzemsky.

FINANCE – No report.

BUILDING AND GROUNDS – The new D-tech 24/7 holds locker was installed in December and has been undergoing testing over the past few weeks. We plan on a soft opening this week. BPL patrons that place holds will be offered the option of selecting either Bloomingdale Public Library, or the Bloomingdale Public Locker as a pick-up location. We will be promoting this new resource in the coming weeks via the Almanac and social media. We also will add BPL branding once the weather warms up. The canopy that will cover the locker is scheduled for February installation.

LIAISON REPORTS

SWAN/RAILS – No report.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – No report.

BIG – The next BIG meeting will be on 1/26 at the Village Hall. Jamie Schingoethe, Business Office Assistant Department Head, will email the Board.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

INVESTMENT OF PUBLIC FUNDS REPORT FOR OCT-DEC

As required by State Statute; a quarterly report is to be provided to the Library Board. Director Jarzemsky explained the condition of the library's investments and how the library meets the stated State policy guidelines.

FY 2023 PER CAPITA GRANT- FINAL GRANT APPLICATION SUBMITTED

To be eligible for the Public Library Per Capita and Equalization Aid Grant, a public library must meet the requirements of 75 ILCS 10/8.1 and 23 Ill. Adm Code 3035.115. This includes providing library services which either meet or show progress toward meeting Serving Our Public 4.0: Standards for Illinois Public Libraries Illinois Library Association, 2019. Director Jarzemsky, Department Heads, the Business Office staff and the Board assists with the Per Capita Grant application. The process begins in November. The Board must complete the checklist provided, which was reviewed in details at the Board meeting and thus fulfilling the regulatory obligation to the Illinois State Library. Director Jarzemsky submitted the application on 1/4/23.

X. ANNOUNCEMENTS

Annual Board Planning Meeting- The Annual Planning will take place on February 4th in Room C at 9 a.m. The meeting will be done by 12 p.m. The packet will be emailed to the board when the date gets closer. Panera breakfast will be served.

Valentines for Vets- The Bloomingdale Public Library's Youth Services Department will again sponsor their annual Valentines for Veterans program from January 4-February 6. All cards will be delivered to Veterans who have served our country and are currently hospitalized at Hines VA Hospital in Hines, Illinois and Jessie Brown Hospital in Chicago. Valentine craft supplies will be available in the Youth Services Department to create cards while visiting the library. Director Jarzemsky thanked Kandy Jones, School Liaison, for coordinating this program.

XI. EXECUTIVE SESSION

SEMI ANNUAL REVIEW OF CLOSED SESSION MINUTES

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.

XI. EXECUTIVE SESSION (Continued)

At 7:29 p.m. Trustee Hoyle moved, 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, Johnson, Hoyle, Valenti, Dixon, Dhiman and Karpiel.

XII. ACTIONS reviewed in Executive Session

XIII. ADJOURNMENT

Trustee Hoyle moved and Trustee Strutzel seconded **the motion** to adjourn the January 11, 2023 Library Board meeting at 7:39 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____
(Minutes recorded by Jamie Schingoethe)