

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 8, 2023**

I. CALL TO ORDER

The meeting was called to order by President Hoyle at 7:02 p.m.

II. ROLL CALL

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

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The January Board Meeting Agenda was reviewed. Trustee Dixon moved, and Trustee Valenti seconded **the motion**, that the agenda of the February 8, 2023 Regular Library Board meeting be approved. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the January Board meeting were reviewed. Trustee Hoyle moved, and Trustee Dixon seconded **the motion**, that the minutes of the January 11, 2023 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 January 2023, in the amount of \$75,458.72 and the transfer of approximately \$240,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Johnson, Valenti, Hoyle, Strutzel, Dixon, and Karpiel. Absent: Trustee Dhiman.

VII. REPORTS

LIBRARIAN'S REPORT

Director Jarzemsky reported on events that took place at the library during the month of January. January 16th, forty-five patrons joined us on Zoom for a slide lecture by art historian Jeff Mishur, who discussed Aaron Douglas and his relationship to the Harlem Renaissance movement during the period between the wars. January 4th, 11th, 18th, 25th, Lori Lorenz presented Cozy Bedtime Stories, with books, rhymes and music on winter themes. On January 21st, in conjunction with the Roselle Public Library, the Maureen Hayes Author/Illustrator Award, and the other community sponsors. The Bloomingdale Public Library helped host an author visit from Angela Dominquez. This author/illustrator is award winning and brought not just stories of how she writes books for children, but also had a how to draw portion of her presentation where she drew with the kids. Director

VII. REPORTS (Continued)

Jarzemsky thanked BPL staff for their hard work on coordinating this program with Roselle Library. Computer Services department saw record activity overall. The Board heard great things about BPL's Rent-A-Tech program.

MONTHLY STATISTICS

Attachment D shows the activities for the month of January. Total circulation for the month of January was 23,097; this is a 10% increase over January, 2022. This includes 1,737 items checked out by patrons from other libraries. The holds lockers have been added to the report.

STANDING COMMITTEES

PERSONNEL – Attachment E will be discussed later on in the agenda.

POLICY – Attachment F will be discussed later on in the agenda.

FINANCE – No report.

BUILDING AND GROUNDS – The holds lockers are installed. Staff are trained on them and patrons have begun to place holds in them. The canopy will be installed in the next couple of weeks.

LIAISON REPORTS

SWAN/RAILS – No report.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – Attachment G is an update from Beth Dover, Friends Liaison.

BIG – Attachment H is update from the BIG meeting on 1/26/23.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

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 2021 Levy collected and distributed to the Library.

IX. NEW BUSINESS (Continued)

APPROVAL OF AUDITOR THREE YEAR ENGAGEMENT

The Board reviewed Attachment J, a letter and pricing form from Lauterbach & Amen, LLP for a three-year agreement for the Library audit. The Village of Bloomingdale also used the same company for their audit, as they are connected through many shared benefits such as IMRF, payroll, health insurance.

Trustee Strutzel moved and Trustee Johnson seconded **the motion**, that the Board approve the three- year agreement from Lauterbach & Amen, LLP for the Library's audit. The motion carried by roll call vote: AYES: Trustees Johnson, Valenti, Hoyle, Strutzel, Dixon, and Karpel. Absent: Trustee Dhiman.

NEW ILLINOIS LAW-SB208, THE PAID LEAVE FOR ALL WORKERS ACT

Attachment K is article regarding the new paid leave for all workers act. The governor is expected to sign and enact the Paid Leave for All Workers Act ("the Act"), which will go into effect January 1, 2024. Director Jarzemsky will consult with the Library's Attorney and HR Source on how to handle this going forward.

REFERENCE POLICY

The purpose of the Reference Policy is to provide standards that will ensure consistency of service to all library users. It provide geral reference service guidelines for the Reference Desk, Computer Lab and any time staff is assisting library users in meeting their information needs.

The Board reviewed the old policy, new policy and changed made. Trustee Dixon moved and Trustee Valenti seconded the motion, that the Board approve the Reference Policy as presented. The motion carried by roll call vote: AYES: Trustees Johnson, Valenti, Hoyle, Strutzel, Dixon, and Karpel. Absent: Trustee Dhiman.

HOMEBOUND/NURSING HOME LIBRARY SERVICE & PROCEDURES POLICY

The purpose of the Homebound/Nursing Home Library Service Policy is to ensure consistency of service to library users and facilities who need or use our homebound or nursing home delivery service.

The Board reviewed the old policy, new policy and changed made. Trustee Strutzel moved and Trustee Dixon seconded **the motion**, that the Board approve the Homebound/Nursing Home Library Service Policy and Procedures as presented. The motion carried by roll call vote: AYES: Trustees Johnson, Valenti, Hoyle, Strutzel, Dixon, and Karpel. Absent: Trustee Dhiman.

IX. NEW BUSINESS (Continued)

CIRCULATION POLICY

The purpose of the Circulation Policy is to outline the Circulation guidelines for the library, including obtaining and renewing a library card, broad material circulation rules, and information relating to bills and lost/damaged materials.

The Board reviewed the old policy, new policy and changes made. Trustee Valenti moved and Trustee Johnson seconded **the motion**, that the Board approve the Circulation Policy as presented. The motion carried by roll call vote: AYES: Trustees Johnson, Valenti, Hoyle, Strutzel, Dixon, and Karpel. Absent: Trustee Dhiman.

PATRON USE OF THE LIBRARY POLICY

The purpose of the Patron Use of the Library Policy is to provide information relating to how patrons gain access to and use the library collections. This includes information on access to records and patrons privacy, obtaining a library card, non-resident services, and services to library cardholders of other libraries, and library card access for unserved children and disabled veterans.

The Board reviewed the old policy, new policy and changes made. Trustee Valenti moved and Trustee Karpel seconded **the motion**, that the Board approve the patron Use of the Library Policy as presented. The motion carried by roll call vote: AYES: Trustees Johnson, Valenti, Hoyle, Strutzel, Dixon, and Karpel. Absent: Trustee Dhiman.

ANNUAL LIBRARY CERTIFICATION

Director Jarzemsky was pleased to report that BPL has successfully completed and submitted our certification on 1/16/23 thus fulfilling the regulatory obligation to the Illinois State Library.

SET MAX RAISE FOR FY 2023/2024

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 were also included.

Trustees Hoyle and Dixon met as the Personnel Committee and a discussion took place concerning the data provided. The recommendation is a maximum raise of up to 4%.

Trustee Strutzel moved and Trustee Valenti seconded **the motion**, to approve a maximum raise of up to 4% for fiscal year 2023/2024. The motion carried by roll call vote: AYES: Trustees Johnson, Valenti, Hoyle, Strutzel, Dixon, and Karpel. Absent: Trustee Dhiman.

X. ANNOUNCEMENTS

Love Our Veterans- BPL is again supporting Bloomingdale VFW Post 7539 and Military Outreach USA in collecting move in essentials for veterans who are exiting homelessness.

XI. ADJOURNMENT

Trustee Valenti moved and Trustee Strutzel seconded **the motion** to adjourn the February 8, 2023 Library Board meeting at 7:53 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____
(Minutes recorded by Jamie Schingoethe)