

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 17, 2023**

Prior to the May Board meeting, on May 3rd; Village Clerk Pam Hager administered the oath of office to the re-elected trustees and write-in candidates Kory Atkinson, Ashok Dhiman, Lauren Dixon, Ken Johnson, and Sharon Karpiel.

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 Kory Atkinson, Ashok Dhiman, Lauren Dixon, Ben Hoyle, Ken Johnson, Sharon Karpiel, and Natalie Valenti. Also Present: Director Timothy Jarzemsky, Steven Wright and Ryan Kelley, DLA Architects.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The May Board Meeting Agenda was reviewed. Trustee Dixon moved, and Trustee Valenti seconded **the motion**, that the agenda of the May 17, 2023 Regular Library Board meeting be approved. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the April Board meeting were reviewed. Trustee Johnson moved, and Trustee Dixon seconded **the motion**, that the minutes of the April 12, 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 Dhiman seconded **the motion**, that the Board approve the payment of bills for the month of May 2023, in the amount of \$51,690.88 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Valenti, Dixon, Karpiel, Dhiman, Atkinson, Johnson and Hoyle.

VII. NEW BUSINESS

APPROVAL OF CORE MECHANICAL'S BID FOR A/C UNIT REPLACEMENT

Bids were received in the morning of May 10th, 2023 at 10 a.m. for the 2023 Mechanical Replacement Project for the Library. The Scope of Work includes, but is not limited to, removal of the existing condensing unit, electrical service, disconnect removal and replacement of existing ceiling in the lower meeting rooms as required. Plans and specifications had been distributed to nine potential bidders; six of whom chose to submit bids. Following the bid opening, DLA Architects reviewed all submitted documentations. Of the six bids received, the lowest bidder was Core Mechanical, Inc. with a base bid plus

VII. NEW BUSINESS (Continued)

allowance price of \$127,950.00. The base bid cost listed above includes allowances of \$5,000.00 which is designated for unforeseen conditions that may arise during the project. If the allowance money is not required for additional work, it will remain unspent and be credited back to BPL as a deductive change order.

The Board reviewed Attachment L; 2023 Mechanical Replacement Project Bid Recommendation letter from DLA Architects. Trustee Johnson moved and Trustee Valenti seconded **the motion**, that the Board approve Core Mechanical, Inc. with a base bid plus allowance price of \$127,950.00 for the A/C Unit replacement project. The motion carried by roll call vote: AYES: Trustees Valenti, Dixon, Karpriel, Dhiman, Atkinson, Johnson and Hoyle.

Removal from Roll: Steven Wright and Ryan Kelley, DLA Architects at 7:09 p.m.

VIII. REPORTS

LIBRARIAN'S REPORT

In cooperation with the Bloomingdale Park District, the Library hosted a book walk at the Bunny Bash on April 1st. There was roughly 1,000 people in attendance. All kids who participated got a book to keep purchased by the Library. Director Jarzemsky thanked Katie Richert, Youth Services Department Head; and Kandy Jones, School Liaison, for all their hard work on the event. In April, our most popular Facebook interaction was on 4/1, "Happy April Fools' Day! Our staff pets are plotting some excellent schemes with their sets of 3D printed hands. Interested in printing your own pair? Find out more about the library's 3D printing." The Board appreciated page seven of the report with the library statistics. Beth Dover, PR/ Marketing Coordinator, featured this in the library's lobby and she plans to do more with the information in the near future. BPL is back to normal, transactions and activities are up overall in all departments.

MONTHLY STATISTICS

Total circulation for the month of April was 52,580; this is a 1.2% increase over April, 2022. This includes 1,661 items checked out by patrons from other libraries. Holds lockers highlighted in report.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – In the future, the Policy sub-committee will need to convene to update the computer and internet policy.

FINANCE – No report.

VIII. REPORTS (Continued)

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

SWAN/RAILS – Coming up in June, SWAN will be adding a new feature to libraries to let patrons know when something they checked out is due via email.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – Attachment F recapped the Friends activities for the month.

BIG – Attachment G is a recap of 4/27/23 BIG meeting hosted at BPL. A quick recap was given as almost the entire board was in attendance.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS (Continued)

APPROVAL OF OPERATING BUDGET FY 2023/2024

Attachment H shows the Fiscal Year 2023\2024 budget details. Department Heads and other library supervisors had input in creating the budget lines within Attachment H. The projected General Fund expenditure for FY 2023/2024 is \$3,220,181.24. 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 Karpziel seconded **the motion**, that the Board approve the Budget of \$3, 220,181.24 for Fiscal Year 2023/2024 as presented.

The motion carried by roll call vote. AYES: Valenti, Dixon, Karpziel, Dhiman, Atkinson, Johnson and Hoyle.

APPROVAL OF BUILDING FUND SCHEDULE FY 2023/2024

Director Jarzemsky explained that the estimated and proposed expenditures of the Building Fund are listed on Attachment I. He reviewed the list of expenditures with the Board. This is the official planning document for the Building Fund and the proposed expenditures for 2023/2024 that amounts to \$323,250.00. Projects such as the HVAC, plumbing, electrical, LED lights, printers and washroom updates were discussed.

Based on the discussion, Trustee Dhiman moved and Trustee Johnson seconded **the motion** to approve the Building Fund expenditures for 2023/2024 in the amount of \$323,250.00. The motion carried by roll call vote: AYES: Valenti, Dixon, Karpziel, Dhiman, Atkinson, Johnson and Hoyle.

X. NEW BUSINESS (Continued)

APPROVAL OF BUILDING FUND TRANSFER

Director Jarzemsky presented the proposed transfer of \$300,000 from the 2023/2024 Operating Budget to the Building Fund.

We annually budget 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 Valenti moved and Trustee Dixon seconded **the motion** to approve the Transfer to Building Fund. The motion carried by roll call vote: AYES: Trustees Valenti, Dixon, Karpiel, Dhiman, Atkinson, Johnson and Hoyle.

APPROVAL OF RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS
2023/24

President Hoyle presented the Resolution Setting Forth Financial Requirements of the Bloomingdale Public Library for the Fiscal Year beginning May 1, 2023 and ending April 30, 2024.

Trustee Dixon moved and Trustee Dhiman seconded **the motion** that said resolution 2023/2024-1 as presented be adopted including an appropriation in the amount of \$3,693,818.13 and a levy in the amount of \$3,143,997.00.

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 voted AYES: Trustees Valenti, Dixon, Karpiel, Dhiman, Atkinson, Johnson and Hoyle.

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.

ELECTION OF OFFICERS FOR TWO YEAR TERMS

Director Jarzemsky discussed Attachment M; Officer History of Current Trustees. Each officer position is a two (2) year term and expires following a municipal election.

The Board reviewed the current officers and after a discussion on the matter, the following motion was made: Trustee Hoyle made the motion to nominate the following slate of officers for 2023/24-2024/25: Ben Hoyle as President; Natalie Valenti as Vice-President,

X. NEW BUSINESS (Continued)

Ken Johnson as Treasurer, and Lauren Dixon as Secretary; Trustee Karpel seconded **the nomination motion**. The motion carried by roll call vote: AYES: Trustees Valenti, Dixon, Karpel, Dhiman, Atkinson, Johnson and Hoyle.

STATUE DONATION

Local resident, Norman Hathaway, has generously proposed donating a statue to the Bloomingdale Library. This statue is named “Butterfly Girl.” The statue is in great shape and BPL staff could easily move it from his residence. The only stipulation from the donor is that we provide a letter detailing his donation; we would not estimate its value in the letter. The statue is very complimentary to the design of BPL’s Dominic Froio Memorial Garden, as it is a certified Butterfly Garden and Monarch Weigh Station. Director Jarzemsky feels it would make a wonderful addition.

Based on the discussion, Trustee Hoyle moved and Trustee Valenti seconded **the motion** to approve the statue donation. The motion carried by roll call vote: AYES: Trustees Valenti, Dixon, Karpel, Dhiman, Atkinson, Johnson and Hoyle.

XI. ANNOUNCEMENTS

Summer Reading- June 1st will kick off the Summer Reading program, “Find Your Voice” is the theme this year. Shirt design has been sent to the printer but the shirts have not arrived yet. The program is for kids, teens, and adults. There is also a program separate for the staff and board.

XII. ADJOURNMENT

Trustee Johnson moved and Trustee Valenti seconded **the motion** to adjourn the May 17, 2023 Library Board meeting at 8:09 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____
(Minutes recorded by Jamie Schingoethe)