

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
AUGUST 16, 2023**

**I. CALL TO ORDER**

The meeting was called to order by President Hoyle at 7:01 p.m.

**II. ROLL CALL**

Upon roll call, the following Trustees were present in person:

Trustees Ashok Dhiman, Lauren Dixon, Ben Hoyle, Ken Johnson, Sharon Karpiel and Natalie Valenti. Absent: Trustee Kory Atkinson. Also Present: Director Timothy Jarzemsky.

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The August Board Meeting Agenda was reviewed. Trustee Hoyle moved, and Trustee Dhiman seconded **the motion**, that the agenda of the August 16, 2023 Regular Library Board meeting be approved. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the July Board meeting were reviewed. Trustee Valenti moved, and Trustee Dixon seconded **the motion**, that the minutes of the July 12, 2023 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

**VI. TREASURER'S REPORT**

The Board reviewed the Treasurer's Report. Trustee Johnson moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of August 2023, in the amount of \$97,159.14 and the transfer of approximately \$260,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Valenti, Dixon, Hoyle, Johnson, Karpiel and Dhiman. Absent: Trustee Atkinson.

**VII. REPORTS**

**LIBRARIAN'S REPORT**

Director Jarzemsky reported on events that took place at the library during the month of July. On July 14<sup>th</sup>, 111 patrons attended the July Summer Concert in the Dominic Froio Memorial Garden. Shock the System, a Chicago-area cover band played hard rock gems from the late 60s to early 80s including Kiss, Cheap Trick, Aerosmith, Alice Cooper, and more. At the concert, we had ice cream novelties, popcorn, water available for a nominal fee benefitting the Friends of the Library, and free giveaways for the adults and kids. The concerts are co-sponsored by the Village of Bloomingdale. The youth, teen, adult, and staff and board, 2023 Summer Reading program "Find Your Voice" just finished up on 7/31/23. 471 adults registered for the 2023 summer reading program. This is the second year using Beanstack, our new reading challenge software. 144 teens registered for the teen summer reading program. 598 children registered for the program and read 6,052 hours total. In

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

celebration of the Loose Threads Quilt Group's 20th anniversary, the group generously donated a commemorative quilt to raffle off this summer. We sold tickets and raised \$164 total, all proceeds are going to the library's Makerspace. Between July 10<sup>th</sup>-12<sup>th</sup>, 200 patrons participated in this pop-up program for the village, patrons came to the library to paint rocks for the village's rock snake. The rock snake will be in the village's new butterfly garden. In July, Computer Services had the highest in person class attendance in many years, record usage of the scanners, and near record printing. We continue to see consistent use of our lab, Wi-Fi, and web resources. It is worth noting that Google is changing their web analytics tools so we may see some changes in the website statistics going forward.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of July. Total circulation for the month of July was 25,597; this is a 13% increase over July, 2022. This includes 1,783 items checked out by patrons from other libraries. Library Circulation staff processed 2,911 outgoing items to send to other libraries via the RAILS delivery service. In July, Technical Services staff added items 791 and removed 704 items from the database.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – Trustee Dhiman and Karpel, Director Jarzemsky and Sean Luster, Computer Services Department Head, met earlier this week to review the Credit Card policy and Computer and Internet Policy.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – No report.

### **LIAISON REPORTS**

**SWAN/RAILS** – Attachment E report from the latest SWAN Director's meeting; the new mobile app is active but still making improvements to it. Daily circulation graphic; show what days are busier than others.

**VILLAGE** – Verbal report from Trustee Valenti.

**FRIENDS OF THE LIBRARY** – Attachment F is the July recap from Beth Dover, Friends Liaison.

**BIG** – No report.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **CHRISTMAS & NEW YEAR HOLIDAY 2023**

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 Jarzemsky's recommendation that the Board approve the following closings for the Christmas and New Year's holiday: closed 3 days for each holiday; Saturday 12/23/23, Sunday 12/24/23 and Monday 12/25/23 for Christmas and Saturday 12/30/23, Sunday 12/31/23 and Monday 1/1/24 for New Year's.

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

### **AC UNIT REPLACEMENT SCHEDULE**

We have blocked off the "A" meeting room from 10/17 - 11/3 as the workers will need to remove/replace coolant lines that run in the ceiling. All Departments planned fall programming knowing the room would be closed for this project. We have moved groups that typically use the A or the A/B room to alternate dates or rooms. Once we get closer to the actual installation, we may have an even more precise schedule.

### **PUBLIC ACT 103-0100**

Attachment I is Public Act 103-0100, designed to ensure IL libraries have a materials collection policy that reflects the American Library Association "Library Bill of Rights". It will take effect on 1/1/2024. BPL may need to update our policy once more guidance from the Illinois State Library is released.

### **FY 2022/23 AUDIT UPDATE**

Attachment J is an email correspondence from LAUTERBACH & AMEN, LLP regarding our FY 2022/23 Audit. Director Jarzemsky and Ginger Boskelly, Accountant, are working on these open items. Once we have a copy of the draft, Director Jarzemsky will forward to the Board.

### **CHARACTER COUNTS DAY**

The Board reviewed the Bloomingdale Character Counts! Coalition Proclamation by the Village of Bloomingdale, Bloomingdale Public Library, Bloomingdale Park District,

**IX. NEW BUSINESS (Continued)**

Bloomington School District 13, Bloomington Police Department, Bloomington Fire Protection District #1, St. Isidore Catholic School, Winnebago School, Bloomington VFW 7539, Bloomington Chamber of Commerce, Bloomington Lions Club, and the Bloomington-Roselle Rotary Club. Director Jarzemsky thanked Kandy Jones, School Liaison, for her hard work on this and shared with the Board that Kandy is our CC representative on the committee.

Trustee Hoyle moved and Trustee Dhiman seconded **the motion**, that the Board approve the Bloomington Character Counts! Coalition Proclamation. The motion carried by roll call vote: AYES: Trustees Johnson, Strutzel, Hoyle, Valenti, Dhiman, and Dixon. Absent: Trustee Karpel.

**ILA YOUTH SERVICES LIBRARIAN OF THE YEAR AWARD**

Heidi Knuth, Youth Services Assistant Department Head, has been selected as the ILA Youth Services Librarian of the year. Attachment L shows the past winners, press release and nomination requirements. The Board expressed their congratulations for the achievement.

**LAKE PARK TAX CONSORTIUM OVERVIEW**

Attachment M enclosed summary of properties, claims and results for 2022 DuPage County Board of Review proceedings in which the Library intervened. This is an important overview as it shows how the lawyers saved the library money in the commercial property tax appeal progress.

**X. ANNOUNCEMENTS**

**Staff In-Service Day 2023-** The Board is invited to attend the Staff In-Service Day. The Board is more than welcome to attend the entire, in the past the Board has attended breakfast and the milestones award ceremony.

**XI. ADJOURNMENT**

Trustee Valenti moved and Trustee Dixon seconded **the motion** to adjourn the August 16, 2023 Library Board meeting at 7:57 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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