

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 13, 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: Trustees Kory Atkinson, Ashok Dhiman, Lauren Dixon, Ben Hoyle, Sharon Karpiel and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: Trustee Ken Johnson.

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The September Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Atkinson seconded **the motion**, that the agenda of the September 13, 2023 Regular Library Board meeting be approved. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the August Board meeting were reviewed. Trustee Atkinson moved, and Trustee Valenti seconded **the motion**, that the minutes of the August 16, 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 Hoyle moved and Trustee Dhiman seconded **the motion**, that the Board approve the payment of bills for the month of September 2023, in the amount of \$63,116.96 and the transfer of approximately \$225,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpiel, Hoyle, Valenti, Dixon and Dhiman. Absent: Trustee Johnson.

**VII. REPORTS**

**LIBRARIAN'S REPORT**

Director Jarzemsky reported on events that took place at the library during the month of August. On August 3<sup>rd</sup>, roughly 1,000 patrons attended the Ice Cream Social party which wrapped up our 2023 Summer Reading Program. We had great weather and a very successful event this year. We had many activities for patrons to enjoy: games/prizes, rides, bounce house, food trucks, League of Enchantment characters, face painting, balloon artists, kids play area, DJ, popcorn, iced coffee, photo booth, and ice cream. Thanks to the Village for co-sponsoring, as well as the Police Department and the Fire Protection District for participating. A big thanks to the Public Works crews that helped with set-up/tear-down. The Friends of the Bloomingdale Library is a huge part of our Summer Reading program as they provide t-shirts and prizes for participants. Director Jarzemsky thanked BPL staff for all their hard work to make the event a success. On August 12<sup>th</sup>, 90

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

patrons attended the last concert of the summer, Yankee Cowboy. 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. Our concerts are set a time where we get a lot of nursing homes and special needs home in the area. We received so many wonderful comments from them about the concerts. Director Jarzemsky thanked BPL staff for all their hard work to make the series a success each year. On August 8<sup>th</sup>, 106 patrons attended the Flying Fox Conservation Fund show featuring many animals. BPL will be bringing back our very popular cooking programs. On August 15<sup>th</sup>, 40 patrons joined us for a cooking demonstration hosted by Chef Susan Maddox where she taught us several simple summer recipes.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of August. Total circulation for the month of August was 23,870; this is a 7% increase over August, 2022. This includes 1,478 items checked out by patrons from other libraries.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – Attachment E is a recap of the 8/14 policy sub-committee meeting. This will be discussed on details later on in the agenda.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – No report.

### **LIAISON REPORTS**

**SWAN/RAILS** – Attachment F is a recap from the 8/18 Swan Expo.

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

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

**BIG** – The next BIG meeting is October 26<sup>th</sup>, we will ask who wishes to attend at the next Board meeting.

## VIII. UNFINISHED BUSINESS

### FY 2022 AUDIT UPDATE

Audit has wrapped up, final items being finished and the report is being reviewed. Our audit is connected to the Village's audit. Courtney Mohr from Lauterbach & Amen, LLP, plans to attend the November Board meeting and the Board will receive the Audit report once it is available.

## IX. NEW BUSINESS

### APPROVAL OF CONTRACT FOR LED LIGHTS

BPL has been slowly replacing old light fixtures to modern energy efficient LED ones. We budgeted \$25,000 in this year building fund for this project. We received two proposals for the project. It is the recommendation of Director Jarzemsky and Kelly Cusack, Head of Maintenance, recommendation that the Board approve the lower cost Crescent Electric Proposal in the amount of \$19,952. Note that we will also be eligible for a \$2,380 rebate from Commonwealth Edison upon completion of the installation.

The Board reviewed Attachment H. Trustee Karpziel moved and Trustee Valenti seconded **the motion**, that the Board approve Crescent Electric in the amount of \$19,952 with an eligible for a \$2,380 rebate from Commonwealth Edison upon completion of the installation. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpziel, Hoyle, Valenti, Dixon and Dhiman. Absent: Trustee Johnson.

### COD LTA INTERN AT BPL

BPL will be hosting another College of DuPage Library Technology Program Intern. BPL has been hosting interns from COD for over 10 years.

### APPROVE REVISION TO CREDIT CARD USE POLICY

Director Jarzemsky, Trustee Karpziel, Trustee Dhiman and Sean Luster, Computer Services Department Head met on August 14<sup>th</sup> to discuss the Credit Card Use policy and Computer & Internet Use policy.

The Credit Card Use policy has not been updated since 2007. The old policy lists store credit accounts, we can remove this part of the policy as stores no longer provide this service and we simply use a credit card. Our current credit card limit of \$200 per transaction has not been increased in decades; due to inflation and the changing nature of commerce, Director Jarzemsky recommend we increase it.

The Board reviewed the Credit Card Use Policy. Trustee Valenti moved and Trustee Karpziel seconded **the motion**, that the Board approve the revision to the Credit Card Use Policy. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpziel, Hoyle, Valenti, Dixon and Dhiman. Absent: Trustee Johnson.

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

### **APPROVE REVISION TO COMPUTER & INTERNET USE POLICY**

Director Jarzemsky, Trustee Karpiel, Trustee Dhiman and Sean Luster, Computer Services Department Head met on August 14th to discuss the Credit Card Use policy and Computer & Internet Use policy.

Sean proposed the changes primarily because it requires periodic reviews to account for unforeseen changes in technology and the resources offered by the library. One large change in the document was removal of the Youth Services computer lab, which no longer exists as it is now the Calming Room. The updated policy will detail what services staff can and cannot perform, and more general in others, avoiding specific language about equipment offered.

The Board reviewed the Computer & Internet Use Policy. Trustee Dixon moved and Trustee Dhiman seconded **the motion**, that the Board approve the revision to the Computer & Internet Use Policy. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpiel, Hoyle, Valenti, Dixon and Dhiman. Absent: Trustee Johnson.

### **BPL BY THE NUMBERS**

BPL by the numbers created by Beth Dover, PR/Marketing Coordinator, will be used for marketing as a fun tool for getting statistical numbers out to the public. Beth plans to use the example poster on the website and in large format posters around the library.

## **X. ANNOUNCEMENTS**

**Staff In-Service Day 2023- Friday, 9/29:** Reminder about the upcoming Staff In-Service Day at the end of the month.

**Board Craft- 6:30-7 p.m. prior to Oct Board MTG 10/11 in Makerspace:** Reminder about the upcoming Board craft happening prior to the start of the October Board meeting.

**On the Same Page 2023:** On the Same Page happens every October, for the past 12 years, Bloomington Public Library, Itasca Community Library, and the Roselle Public Library, collaborates to participate in a community-wide reading event called On the Same Page. During the month of October, the three libraries host several programs (both virtual and in-person) which focus on the theme, setting, or subject of a selected book.

**XI. ADJOURNMENT**

Trustee Valenti moved and Trustee Dixon seconded **the motion** to adjourn the September 13, 2023 Library Board meeting at 7:44 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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