

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 14, 2024**

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, Ken Johnson, Sharon Karpel and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Sean Luster, Computer Services Department Head.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The February Board Meeting Agenda was reviewed. Trustee Dixon moved, and Trustee Valenti seconded **the motion**, that the agenda of the February 14, 2024 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the January Board meeting were reviewed. Trustee Karpel moved, and Trustee Johnson seconded **the motion**, that the minutes of the January 10, 2024 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 February 2024, in the amount of \$78,215.78 and the transfer of approximately \$245,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpel, Johnson, Hoyle, Valenti, Dixon and Dhiman.

VII. NEW BUSINESS

BPL DIGITAL SECURITY

Sean Luster, Computer Services Department Head, presented an overview of BPL's digital security plan to the Board. He covered Network Security, Email Security, and Data Security. Director Jarzemsky explained the Cyber Insurance Policy.

Removal from Roll: Sean Luster, Computer Services Department Head left the meeting at 7:24 p.m.

VIII. REPORTS

LIBRARIAN'S REPORT

Attachment C shows the activities for the month of January.

MONTHLY STATISTICS

Attachment D shows the activities for the month of January. Total circulation for the month of January was 24,859. This represents a 7% increase over January, 2023. This includes 2,821 items checked out by patrons from other libraries.

STANDING COMMITTEES

PERSONNEL – The Personnel sub-committee meeting from 2/13/24; will be discussed on later on in the agenda.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – The new LED ceiling lights are in the process of being installed; Kelly Cusack, Maintenance Supervisor, has been coming early with the contractors to get most of the work done before we open.

LIAISON REPORTS

SWAN/RAILS – No report.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – 2024 is the Friends' 50th anniversary; they were established in January 1974 to help in the creation of and to support BPL. They are currently making plans to recognize this throughout the year. They have tentative plans to hold a gala in September of 2024.

BIG – Attachment F is a recap of the BIG meeting on 1/25/24 hosted by BPL.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS (Continued)

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 2022 Levy collected and distributed to the Library.

X. NEW BUSINESS (Continued)

STARTFORD SQUARE TILE WALL

In 1999, the Bloomingdale Public Library collaborated with Stratford Square Mall to create the “Stratford Squares for Lifelong Learning” tile wall. 1035 hand-painted tiles were completed by residents. The tiles cost \$25 each and the proceeds were used to complete the BPL computer lab. The tiles were put up in two areas in the mall: one outside the food court, and the other in the hallway leading to the washrooms. The tiles were installed with grout between tiles and a tile mastic behind each, there is a wooden frame around each tile display. The mall properties are now owned by the VOB and plans call for the demolition of the mall. To preserve these tiles, the plan agreed upon by the VOB and BPL was to try to carefully remove the tiles. We had two contractors look at the tile wall displays. They each removed the frames and used tools to remove some of the blank tiles, they were able to remove most tiles in one piece. We will hire one of the contractors and have them remove the tiles in mid-April. Once the tiles are removed, the mall will be opened up for residents to retrieve tiles they or their family members may have created. There will be VOB & BPL staff on hand to assist residents. We do have a list of the 400-plus residents who purchased tiles however, we do not have any legend or key to where the tiles are on the two displays. To ensure residents are aware of our efforts to preserve the tiles, The VOB and BPL will get the word out via a PR campaign including features in the Almanac, the Village and library E-newsletters, and the village display sign. We will save some of the tiles that are not picked up and create a small display in our Computer Lab to memorialize this important project.

ANNUAL PLANNING MEETING REMINDER

The Annual Board Planning Meeting is scheduled for this Saturday, February 17th at 9 a.m. in Meeting Room C. Breakfast will be served.

ANNUAL LIBRARY CERIFICATION

Director Jarzemsky was pleased to report that BPL has successfully completed and submitted our certification on 1/10/24; thus, fulfilling the regulatory obligation to the Illinois State Library.

SET MAX RAISE FOR FY 2024/25

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. Illinois’ phased minium wage increases will end in January 2025 at \$15/hr. The impact should be minor.

X. NEW BUSINESS (Continued)

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 4.5%.

Trustee Atkinson moved and Trustee Dhiman seconded **the motion**, to approve a maximum raise of up to 4.5% for fiscal year 2024/2025. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpel, Johnson, Hoyle, Valenti, Dixon and Dhiman.

LIBRARY CLOSINGS 2024

Attachment L is a calendar with the dates that the Library will be closed in 2024. Director Jarzemsky reviewed each holiday on the calendar with the Board. Trustee Valenti moved, and Trustee Dixon seconded **the motion**, that the Board approve the 2024 Library Closings dates as presented. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpel, Johnson, Hoyle, Valenti, Dixon and Dhiman.

XI. ANNOUNCEMENTS

Valentine for Vets Update- This winter, Youth Services received a record number of Valentines for Vets. The community made 1,145 valentines between the dates of January 8 and February 5. Kandy Jones, school liaison, worked with the VFW to get these valentines to the local VA hospitals. This program is a longstanding tradition that has several local schools contributing as well as being a passive program set up in Youth Services throughout this time period.

XII. ADJOURNMENT

Trustee Dixon moved and Trustee Valenti seconded **the motion** to adjourn the February 14, 2024 Library Board meeting at 7:54 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____
(Minutes recorded by Jamie Schingoethe)