

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MARCH 13, 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.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The March Board Meeting Agenda was reviewed. Trustee Johnson moved, and Trustee Dixon seconded **the motion**, that the agenda of the March 13, 2024 Regular Library Board meeting be approved. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the February Board meeting were reviewed. Trustee Karpel moved, and Trustee Dhiman seconded **the motion**, that the minutes of the February 14, 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 Karpel seconded **the motion**, that the Board approve the payment of bills for the month of March 2024, in the amount of \$83,105.10 and the transfer of approximately \$245,000 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpel, Johnson, Hoyle, Valenti, Dixon, and Dhiman.

VII. REPORTS

LIBRARIAN'S REPORT

Attachment C shows the activities for the month of February. Beginning January 8th through February 5th; patrons, staff, schools and community groups were asked to make Valentines for Veterans. This year was a record number, 1145 valentines were made. These were then delivered to local VA hospitals. Thanks to Kandy Jones, School Liaison, for organizing this each year. The Love Our Veterans drive had another successful year. We collected many boxes of move-in essentials (and some food) that were picked up by the VFW. The VFW also presented us with a plaque to recognize our continued support of the VFW and their drives. They presented the plaque to Director Tim Jarzemsky and it now hangs outside of the AS Group Study Room. Our annual Winter Reading Program took place December 11th- Feb 2nd this year. Winter Reading program offers youth, teen, adult and a board and staff program to join. The Winter Reading program is a smaller scale than

VII. REPORTS (Continued)

the Summer Reading but both very successful.

MONTHLY STATISTICS

Attachment D shows the activities for the month of February. Total circulation for the month of February was 21,062. This is a 4% increase over February, 2023. This includes 2,866 items checked out by patrons from other libraries.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – We will need to convene the Finance subcommittee in the near future to discuss minimum wage.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

SWAN/RAILS – Attachment E is the SWAN FY 25 (7/1/24-6/30/25) budget information and guidelines. This budget reflects the goal to improve SWAN's security and performance improvements.

VILLAGE – Trustee Valenti gave a verbal report.

FRIENDS OF THE LIBRARY – Attachment F is brief update on Friends activities for the month with an update about their 50th anniversary plans.

BIG – Next BIG meeting will be at School District 13; once information is available an email will be sent out to the Board.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

APPROVAL OF DLA'S MOU FOR AC REPLACEMENT

Attachment G is the Memo of Understanding (MOU) for the AC Replacement project with the full scope of work, bid information, project schedule with timeframe, budget and fee structure, and reimbursable expenses.

The Board carefully reviewed the MOU. Trustee Johnson moved and Trustee Dhiman seconded **the motion**, that the Board approve the Memo of Understanding (MOU) for DLA

IX. NEW BUSINESS (Continued)

Architects Ltd. for the 2024 Mechanical AC Replacement project. The motion carried by roll call vote: AYES: Trustees Atkinson, Karpiel, Johnson, Hoyle, Valenti, Dixon, and Dhiman.

STATEMENT OF ECONOMIC INTEREST FILING

Attachment H is a reminder to fill out the Statement of Economic Interest. The Board should have received an email from the DuPage County Clerk's office. You must complete your statement by May 1, 2024 or the library could pay a fine.

MINIMUM WAGE INCREASE-CONVENE FINANCE COMMITTEE (KEN & BEN)

Jamie Schingoethe, Business Office Assistant Department Head, will email Trustee Hoyle and Johnson to set up a sub-committee meeting.

STRATFORD SQUARE TILE WALL PLAN

In 1999, the Bloomingdale Public Library partnered with Stratford Square Mall to create the "Stratford Squares for Lifelong Learning" tile wall. Residents created hand-painted tiles as a fundraiser to support the creation of a new computer lab at the library. The tile displays are situated in two locations near the mall's food court.

Recently, the Village of Bloomingdale acquired the mall with the intention of revitalizing the area through a new mixed-use development plan. This plan necessitates the demolition of the existing mall. Both the Bloomingdale Public Library and the Village of Bloomingdale are working together on a plan to preserve these important tiles.

To achieve this, the Village and Library have hired a contractor to carefully remove the tiles and make them available to the individuals and families who created the tiles. While every effort will be made to remove all the tiles intact, it's important to note that they were originally installed with the intention of being permanently affixed. The grout and mastic are 25 years old and unfortunately, some tiles may incur damage during the removal process.

Residents who created tiles are invited to visit the mall and pick up their tiles on April 17-19 between the hours of 9 a.m. to Noon. Due to the random installation pattern of the tiles, there is no specific legend identifying the location of each family's tile on the wall. However, the contractor will attempt to keep the tiles together in a similar orientation as they were on the wall. Additionally, we will have large-scale photographs of the original tile walls, and staff will be available to assist.

TENTATIVE FY 2024/25 DRAFT BUDGET

A tentative draft budget was distributed to the Board. A more detailed budget and discussion will take place at the April Board meeting. The budget is anticipated to be approved at the May meeting.

IX. NEW BUSINESS (Continued)

DIRECTOR'S EVALUATION DOCUMENTS

The Director's Evaluation documents were distributed and instructions were given to the Board to prepare for upcoming Board meetings.

COMMUNITY SURVEY MEETING

Director Jarzemsky and Trustee Dhiman will meet in the near future to discuss an upcoming plan to do a community survey.

X. ANNOUNCEMENTS

Director Jarzemsky shared upcoming RAILS programs that the Board can attend.

XI. ADJOURNMENT

Trustee Valenti moved and Trustee Dixon seconded **the motion** to adjourn the March 13, 2024 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)