

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MARCH 12, 2025**

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

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The March Board Meeting Agenda was reviewed. Trustee Dixon moved, and Trustee Johnson seconded **the motion**, that the agenda of the March 12, 2025 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

V. APPROVAL OF MINUTES

The minutes of the February Board meeting were reviewed. Trustee Karpriel moved, and Trustee Dixon seconded **the motion**, that the minutes of the February 12, 2025 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 Dhiman seconded **the motion**, that the Board approve the payment of bills for the month of March 2025, in the amount of \$137,588.22 and the transfer of approximately \$297,500.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Dhiman, Karpriel, Johnson, Hoyle and Dixon. Absent: Trustees Atkinson and Valenti.

VII. REPORTS

LIBRARIAN'S REPORT

Attachment C shows the activities for the month of February. The Love Our Veterans drive had another successful year. We collected multiple U-Haul trucks full of move-in essentials (and some food) that were picked up by the VFW. We thank the residents of Bloomingdale for being so giving. Beth Dover, PR/Marketing Coordinator, created the Chamber of Commerce Community Guide for the Park District, Library, and Village again this year. Each department offered fun and well attended programming including a Teen Taste Test: Generic vs. Name Brand. Valentines for Veterans was a success again this year. Beginning January 6th through February 3rd; patrons, staff, schools and community groups were asked to make Valentines for Veterans. 916 valentines were made and delivered to local VA hospitals. Thanks to Kandy Jones, School Liaison, for organizing this each year.

VII. REPORTS (Continued)

MONTHLY STATISTICS

Attachment D shows the activities for the month of February. Total circulation for the month of February was 20,563.

STANDING COMMITTEES

PERSONNEL – Minutes from the Personnel meeting on 2/25/25 with Trustee Hoyle, Trustee Dixon, and Director Jarzemsky will be discussed later on in the agenda.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – The lower level washrooms are 99% done with final touches happening now. They will probably open back up early next week. A crane was used to bring the new A/C unit onto the roof. Currently, new cooper lines are being connected and electric is being installed.

LIAISON REPORTS

SWAN/RAILS – Attachment F shows the SWAN budget information and guidelines for July 1, 2025-June 30, 2026. SWAN's budget highlighted their plans for the new fiscal year featuring the online patron registration membership program, cancellation of Novelist Select subscription replacing it with ProQuest Syndetics Unbound, the office headquarters relocation and membership fees increase 2%.

VILLAGE – No report.

FRIENDS OF THE LIBRARY – No report.

BIG – No report.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

HIGHLIGHTS FROM THE IL YOUTH SERVICES INSTITUTE IN BLOOMINGTON, IL

Heidi Knuth, Youth Services Assistant Department Head, attended the IL Youth Services Institute in Bloomington, IL on February 27-28th. Attachment G shows a recap of programs she attended.

IX. NEW BUSINESS (Continued)

SET MAX RAISE FOR FY 2025/26

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 receive a raise based on evaluation scores. The data that the Personnel Committee reviewed included recent inflation data, HR industry reports, and cost of living figure as well as raises that local libraries are planning.

Trustees Hoyle and Dixon met as the Personnel Committee on 2/25/25 and a discussion took place concerning the data provided. Their recommendation is a maximum raise of up to 4.5%.

The Board reviewed their recommendation. Trustee Dhiman moved and Trustee Johnson **seconded the motion**, to approve a maximum raise of up to 4.5% for fiscal year 2025/2026. The motion carried by roll call vote: AYES: Trustees Dhiman, Karpiel, Johnson, Hoyle and Dixon. Absent: Trustees Atkinson and Valenti.

STATEMENT OF ECONOMIC INTEREST FILING

Attachment I 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, it was sent around March 1st. The form need to be completed by May 1, 2025.

TENTATIVE FY 2025/26 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 Board meeting.

DIRECTOR'S EVALUATION DOCUMENTS

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

X. ANNOUNCEMENTS

XI. ADJOURNMENT

Trustee Dixon moved and Trustee Karpiel seconded **the motion** to adjourn the March 12, 2025 Library Board meeting at 8:04 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

(Minutes recorded by Jamie Schingoethe)