

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
October 17, 2018**

I. CALL TO ORDER

The meeting was called to order by President Bonni Rothbaum at 7:30 p.m.

II. ROLL CALL

Upon roll call, the following Trustees were present: Alexandria Contes, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade, Dave Strutzel and Natalie Valenti. Also Present: Director Timothy Jarzemsky. Absent: None.

III. PUBLIC DISCUSSIONS

No Public Present.

IV. APPROVAL OF AGENDA

The agenda of the October Board Meeting were reviewed. Trustee Contes moved, and Trustee Hoyle seconded **the motion**, that the agenda of the October 17, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

V. NEW BUSINESS

REVIEW OF LIBRARY TRUSTEE VACANCY CANDIDATES

An interview session was conducted. The Board received three applications for the vacancy created by the resignation of Milton Clark. Three (3) interested candidates were interviewed that evening: Julia Wagler, Lauren Dixon and Jeremy Heitkam. Each candidate was given an opportunity to introduce themselves and ask questions of the Board. The Board was also given the opportunity to ask the candidates questions. A decision on the appointment would be made that evening during Closed Session.

VI. APPROVAL OF MINUTES

The minutes of the September Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Valenti seconded **the motion**, that the minutes of the September 12, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote. ABSENT: Trustee Strutzel.

VII. TREASURER'S REPORT

The Board reviewed the Treasurer's Report. Trustee Contes moved and Trustee Hoyle seconded **the motion**, that the Board approve the payment of bills for the month of October, 2018 in the amount of \$47,145.83 and the transfer of approximately \$200,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, Schade, Contes, Valenti and Rothbaum. NAYS: None. ABSENT: None.

VIII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events taking place at the library during the month of September. On September 10th, Adult Services program “Chicagoland Cemetery Safari”, presented an evening of photos of the final resting places of famous and infamous people and a few animals in the Chicago area and the stories behind them. There were 43 patrons in attendance. On September 18th, Adult Services program “150th Anniversary of Louisa May Alcott’s Little Women” celebrates the beloved novel *Little Women* and its 150th birthday, 52 patrons were in attendance. On September 21st and 28th, Youth Services had two sessions of “Family Storytime”. Children listened to stories and participated in musical and counting activities about owls and fall. Both programs concluded with a craft project to promote fine motor skills, 64 patrons were in attendance. Kristen Grisamore’s last day was September 4th; she was a Circ/Tech Clerk I. Kristen worked at BPL for almost 2 years. Collen Koebel’s last day was September 6th; she was an Adult Services Librarian II as her family has re-located to Germany. Lydia Stucki started on September 12th and Julianna Grandinetti started on September 25th, both as Circ/Tech Clerk I’s. Director Jarzemsky highlighted Anna Wilmes, who just celebrated her 24th staff anniversary.

MONTHLY STATISTICS

Attachment D shows the activities for the month of September. Total Circulation was at 17,829.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – No report.

BUILDING AND GROUNDS – The new parking lot sign is installed, this sign matches the police sign which was also just installed. COM-ED has installed new power lines; they will be switched on the morning of October 30th. The Library will make sure to notify the public.

LIAISON REPORTS

LINC – The final LINC meeting will happen in November. They will distribute the proceeds from LINC’s fund balance and also finalize the audit.

VILLAGE – There is a new Village Liaison, Patrick Shannon, Director Jarzemsky has been in contact with them in regards to attending Library Board meetings.

VIII. REPORTS (Continued)

FRIENDS OF THE LIBRARY – The Friends just had their big fall book sale, they made approximately \$1,900. Their next meeting is in October 24th. They are volunteering at the upcoming Halloween Party on October 20th. They will be participating in the Snowman Crossing and having a table at the Holiday Open House.

BIG – Director Jarzemsky and Trustee Schade will attend the upcoming BIG meeting on 10/25/18.

IX. UNFINISHED BUSINESS

BOILER REPLACEMENT

DLA architects along with Berg Engineering Consultants evaluated our boilers and offered recommendations on replacement presented previously. Upon this evaluation with our Architects, HVAC contractors, and Maintenance Department, it is Director Jarzemsky's recommendation to pursue option II. The next step will be to have DLA begin planning for a summer of 2019 replacement of both boilers. We have a cost estimate that we should include in our 2019/20 Building Fund budget.

X. NEW BUSINESS

INVESTMENT OF PUBLIC FUND REPORT FOR JULY-SEPT.

As required by State Statute, a quarterly investment report is required to be provided to the Library Board. The quarterly report shows exactly where all the funds of the Library are invested. The report was reviewed by the Board. Director Jarzemsky explained the last page of the attachment which shows the chart of accounts. This report shows how the library reports are doing in general and a pie chart shows the investments and percentage of investment.

APRIL 2ND, 2019 CONSOLIDATED ELECTION

Director Jarzemsky discussed the deadline and filing requirements for the upcoming April 2, 2019 consolidated election. He discussed who is up for election to the Library Board.

INSURANCE COVERAGE

Director Jarzemsky provided an update on the Library's Pekin Insurance package. He outlined what the policy covers.

XI. EXECUTIVE SESSION

REVIEW OF CANDIDATES TO FILL BOARD VACANCY

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (3) The

XI. EXECUTIVE SESSION (Continued)

selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act.

At 9:14 p.m. Trustee Rothbaum moved, and Trustee Hoyle seconded **the motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2. (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. and Section 2 (c) (21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act. The motion carried by roll call vote. AYE: Trustees Hoyle, Strutzel, Schade, Contes, Valenti and Rothbaum. NAY: None. Absent: None.

The Closed Session was concluded at 10:03 p.m. at which time the regular meeting of the Board reconvened.

XII. APPOINTMENT OF 2018 BOARD VACANCY

Trustee Hoyle moved and Trustee Schade seconded **the motion** that Jeremy Heitkam be appointed to the Library Board as a Trustee to fill the current vacant Board position, the motion carried by roll call vote. AYES: Trustees Hoyle, Schade Strutzel, Contes and Rothbaum. NAYS: None. ABSTAIN: Trustee Valenti. ABSENT: None.

XIII. ANNOUNCEMENTS

XIV. ADJOURNMENT

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the October 17, 2018 Library Board meeting at 10:04 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe