

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
November 14, 2018**

Prior to the start of the meeting, Village Clerk Jane Michelotti administered the oath of office to the newly appointed Trustee Jeremy Heitkam. Congratulations were offered to him.

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Upon roll call, the following Trustees were present: Alexandria Contes, Benjamin Hoyle, Jeremy Heitkam, Bonni Rothbaum, Sharon Schade and Natalie Valenti. Also Present: Director Timothy Jarzemsky and Steven Wright, DLA Architects. Absent: Trustee Dave Strutzel.

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

The agenda of the November Board Meeting were reviewed. Trustee Rothbaum moved, and Trustee Valenti seconded **the motion**, that the agenda of the November 14, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

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

**VI. 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 November, 2018 in the amount of \$61,025.92 and the transfer of approximately \$215,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Heitkam, Valenti and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

**VII. UNFINISHED BUSINESS**

**BOILER REPLACEMENT- APPROVAL OF BOILER PROJECT**

Attachment E shows the requested proposal from DLA Architects to begin preparing bidding/construction documents and specifications for the Mezzanine Boiler Room

## **VII. UNFINISHED BUSINESS (Continued)**

Replacement Project. Mr. Wright explained the timeline, once the heating season is done, we will shut off the boilers, then start the removal process and install two new boilers. To ensure we can start immediately after May 1<sup>st</sup> 2019, we need to get bids this winter. Trustee Hoyle moved, Trustee Rothbaum seconded **the motion** to approve the Boiler Replacement Project. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Heitkam, Valenti and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

**Removal from Roll: Mr. Steve Wright, DLA Architects is left the meeting at 7:48 p.m.**

## **VIII. REPORTS**

### **LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of October. 904 patrons attended the Halloween Party on October 20<sup>th</sup>; the weather did not cooperate as we experienced high winds, sleet and rain. The high winds were a particular concern, to ensure the safety of all guests and staff, we unfortunately had to close the Halloween Party at 2 p.m. outside but continued to have the balloon artists inside until 3 p.m. Director Jarzemsky thanked the VOB staff, Bloomingdale Fire Department, Bloomingdale Police and Bloomingdale Park District . He also thanked the Friends of the Library, Teen Advisory Board (TAB), VolunTeens and BPL staff who volunteered and helped with the event. 67 patrons attended “Exploring Native American Culture through Oral Traditions, Music, and Food – On the Same Page” on October 2<sup>nd</sup>; author Kim Sigafus shared her knowledge of many aspects of Native American cultures. 86 patrons attended Halloween Spooktacular on October 29<sup>th</sup>; participants listened to a spooky story, moved to Halloween music and activities, completed a Craft and trick-or-treated in the library. On October 13<sup>th</sup>, 13 patrons attended SAT Practice Test; C2 Education proctored a full-length practice SAT test to get students ready for exam day. Youth Services presented Preschool Storytime, Toddler Storytime and Romper Rhymes during the month of October. Director Jarzemsky highlighted ILA activities by Heidi Knuth, Youth Services Librarian and Lisa Palmer, Youth Services Department Head.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of October. Total circulation was 19,154 and Library holdings were at 256, 703.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

## **VIII. REPORTS (Continued)**

**BUILDING AND GROUNDS** – Previously discussed in Attachment E a report about the boiler was given. Later on in the agenda a report will be given about Room D.

### **LIAISON REPORTS**

**LINC** – The final meeting is tomorrow, 11/15, where checks will be distributed. BPL will get 10.5% of the fund balance, which is based on fees we paid to LINC.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – The Friends will be decorating a tree at the Snowman Crossing coming up and have a table at the Holiday Open House.

**BIG** – We are hosting the next BIG meeting, the Board is invited to attend.

## **IX. NEW BUSINESS**

### **ANNUAL PLANNING MEETING – SELECT DATE IN JAN OR FEB**

Director Jarzemsky suggested dates for the annual planning meeting in January or February. After a brief discussion, it was agreed that the meeting will take place on February 23, 2019. The meeting will be held between 9:00 a.m. and 1:00 p.m. The library will provide breakfast snacks. Trustee Valenti moved, Trustee Hoyle seconded **the motion** to select February 23, 2019 for the annual planning meeting. The motion carried by roll call vote: AYES: Trustees Hoyle, Schade, Contes, Heitkam, Valenti and Rothbaum. NAYS: None. ABSENT: Trustee Strutzel.

### **2018/2019 SNOW AND ICE PROCEDURES**

Attachment F is a letter from the Village of Bloomingdale with the Snow and Ice plan for 2018/2019 winter season. The Library has posted this information and staff are prepared to follow the instructions given.

### **ILA CONFERENCE PROGRAM HIGHLIGHT**

Director Jarzemsky attended a presentation at the Illinois Library Association conference on October 11<sup>th</sup>, “How to Properly Investigate and Address Sexual Harassment Allegations Within Your Library”. That presentation was given to department heads to share with their staff.

### **D ROOM/YS RENOVATIONS PLAN**

Youth Services department is in early stages of creating a plan to repurpose Room D. There is a meeting coming up with the Youth Services department, Adult Services, Board committee members, Director Jarzemsky and Tiffany Nash, our designer.

**IX. ANNOUNCEMENTS**

**Breakfast and Brunch w/ Santa- December 8<sup>th</sup>**- B&B w/ Santa is coming up quick on December 8<sup>th</sup>. Tickets sell out very fast for this event. This event is not located at the Library instead we have it at the Golf Club.

**Holiday Open House- November 27<sup>th</sup>, 6:45-8:45 pm**- Director Jarzemsky invited the Board to attend the upcoming Holiday Open House.

**X. ADJOURNMENT**

Trustee Hoyle moved and Trustee Valenti seconded **the motion** to adjourn the November 14, 2018 Library Board meeting at 8:33 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Minutes recorded by Jamie Schingoethe