

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
December 12, 2018**

**I. CALL TO ORDER**

The meeting was called to order by Vice President Dave Strutzel at 7:30 p.m.

**II. ROLL CALL**

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

**III. PUBLIC DISCUSSIONS**

No Public Present.

**IV. APPROVAL OF AGENDA**

The agenda of the December Board Meeting were reviewed. Trustee Hoyle moved, and Trustee Heitkam seconded **the motion**, that the agenda of the December 12, 2018 Regular Library Board meeting be approved as presented. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

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

**VI. TREASURER'S REPORT**

The Board reviewed the Treasurer's Report. Trustee Contes moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of December, 2018 in the amount of \$44,414.66 and the transfer of approximately \$50,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, Valenti, Contes and Heitkam. NAYS: None. ABSENT: Trustees Rothbaum and Schade.

**VII. REPORTS**

**LIBRARIAN**

Director Jarzemsky reported on events taking place at the library during the month of November. 16 groups participated in the Snowman Crossing on November 21<sup>st</sup> through November 26<sup>th</sup>. The trees are donated by the Friends of the Library. The Snowman Crossing leads up to the Holiday Open House. The Holiday Open House took place on November 27<sup>th</sup>; we had over 700 patrons in attendance. This is a great event that the community really enjoys. Entertainment included a face painter, "Buddy the Elf", carolers, and a visit from Santa and Mrs. Claus on a fire truck! Thanks again to all BPL staff, Village

## **VII. REPORTS (Continued)**

of Bloomingdale staff, Bloomingdale Fire Department, and Bloomingdale Police Department for making it a success year after year. PR/Marketing Coordinator, Emily Glimco's last day was November 9<sup>th</sup>. Eve Kurek's last day was November 16<sup>th</sup>; she was a Circ/Tech Clerk. On November 30<sup>th</sup>, Adult Services Department Head, Abby Budzynski, Youth Services Department Head, Lisa Palmer and Youth Services Assistant, Leslie Blount represented the library serving around 800 bags of popcorn at the Bloomingdale Village Festival of Lights event. Kristina Giovanni, Adult Services Program Coordinator and Jamie Schingoethe, Business Office Assistant Department Head attended the SPRA (Suburban Park and Recreation Association) showcase on Wednesday, November 7<sup>th</sup> to select entertainment for the upcoming 2019 Summer Concert Series. The total circulation for the month of November was 18,404. The Group Study Room was used for 176 hours in November and 113 patrons used the space. 93 patrons requested 3D prints. The total running time was 86 hours and 23 minutes. On November 12<sup>th</sup>, Historian Jim Gibbons gave a presentation on the 1958 tragedy in which 92 children and 3 nuns perished in the fire at Our Lady of the Angels school in Chicago. 63 patrons attended this program. On November 13<sup>th</sup> patrons enjoyed learning about the history of different types of pies led by cookbook collector Amy Alessio. Taste samples and ideas from vintage cookbooks and recipes were given to attendees. 42 patrons attended this event. On November 10<sup>th</sup> patrons of all ages joined us for some games to celebrate International Games Week, 52 patrons were in attendance. On November 17<sup>th</sup>, C2 Education proctored a full-length practice SAT test to get students ready for exam day; 11 patrons were in attendance. On November 1<sup>st</sup>, Youth Services storytime at the mall focused on Thanksgiving using songs, stories, and flannels to interact with the audience, we had 35 patrons in attendance. On November 30<sup>th</sup>, Youth Services had a storytime at Marklund focused on winter, using songs, stories and bubbles to interact with Kindergarten and the lifestyle classrooms.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of November. Total Circulation was 18,404.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – The Board Sub-Committee had a meeting in December along with BPL staff, Board President Bonni Rothbaum and Director Jarzemsky to start the beginning process of renovating Room D into a maker space/craft room.

## **VII. REPORTS (Continued)**

### **LIAISON REPORTS**

**LINC** – LINC will no longer be listed under “Liaison Reports” t. It will switch to SWAN next month. LINC had their final meeting. There is an attachment regarding the meeting and check later on in the agenda.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – The Friends had fun decorating their Snowman Crossing tree. They enjoyed having a table at the Holiday Open House. At the January meeting, they will elect new officers. Trustee Contes is stepping down as Friends of the Library President.

**BIG** – The next BIG meeting is held here. Director Jarzemsky will ask for attendance at the January Board meeting.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **VILLAGE CO-SPONSORED EVENTS**

Director Jarzemsky stated that the Library is again asking for the Village to co-sponsor annual special events: Ice Cream Social, Halloween Party, Holiday Open House and the Gazebo Summer Concerts Series. The letter to the Village contains information on the number of individuals who attended the events this year and a thank you for their past support. The Library is asking for \$5,500.00. Trustee Heitkam moved and Trustee Contes seconded the motion, that the Board approve the letter to the Village in regard to the request for funds for the FY 19-20 co-sponsored events as detailed in same. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, Valenti, Contes and Heitkam. NAYS: None. ABSENT: Trustees Rothbaum and Schade.

### **LINC DISOLUTION/FINAL MEETING**

Attachment F shows the final minutes from the last LINC meeting November 15, 2018. BPL received 10.5% of the equity from the LINC assets. We received the final check in the amount of \$100,237.79.

**Addition to Roll Call: Trustee Schade enters the meeting at 7:50 p.m.**

### **FY18 PER CAPITA GRANT CHECK**

The Library has been awarded a FY2018 Illinois Public Library Per Capita Grant in the amount of \$27,522.50. Payment for this fund will be delayed.

## **IX. NEW BUSINESS (Continued)**

### **LIBRARY CLOSING 2019**

Director Jarzemsky stated that included in the Board's packet (Attachment H) is a calendar with the dates that the Library will be closed in 2019. He reviewed the calendar with the Board. Trustee Valenti moved, and Trustee Hoyle seconded the motion, that the Board approve the 2019 Library Closings dates as presented. The motion carried by roll call vote: AYES: Trustees Hoyle, Strutzel, Valenti, Schade, Contes and Heitkam. NAYS: None. ABSENT: Trustee Rothbaum.

### **THE KARA FOUNDATION DONATION**

A donation in the amount of \$1,000.00 was received from the Kara Foundation. Director Jarzemsky stated that he has sent a letter of thanks to them. He explained that the funds are rotated through departments, usually rotating between Youth Services and Adult Services. The Board expressed their appreciation of the donation and the Kara Foundation's support.

### **SUMMER CONCERT SERIES 2019**

Director Jarzemsky stated the library will be hosting three concerts this summer on June 14th, July 12th and August 9th. He stated who would be performing and the library's efforts to provide entertainment that will include special needs individuals. He also explained the process the staff uses in selecting the performers after questions were asked regarding the selection process. Director Jarzemsky explained how the residents love the concerts and the hard work done by the staff and Village to make this a successful event each year.

### **ILLINOIS PUBLIC LIBRARY PER CAPITA REQUIREMENTS**

Director Jarzemsky was pleased to report that the Library has successfully completed and submitted their certification thus fulfilling the regulatory obligation to the Illinois State Library. Attachment K shows one webinar, "Targeting Autism: A National Forum on Serving Library Patrons on the Spectrum". Director Jarzemsky shared details about the webinar.

### **2019 IMRF RATE**

Director Jarzemsky stated that the IMRF rate decreased. Based on the IMRF determination, the 2019 IMRF rate will be 11.27%. The 2018 rate was 12.43%. The rate was estimated for budget purposes. He explained which rates will be used during the Library's budget year.

### **TIF JOINT REVIEW BOARD 2018**

Director Jarzemsky reported on the annual Joint TIF Review Board meeting given by the Village on November 28, 2018. Four TIF's were listed; Lake/Ridge/Springbrook Tax

**IX. NEW BUSINESS (Continued)**

Increment Financing Districts, Westgate Redevelopment Project Area, Lake and Rosdale Redevelopment Project Area and East Lake Street Redevelopment Project Area.

**IX. ANNOUNCEMENTS**

**X. ADJOURNMENT**

Trustee Valenti moved and Trustee Contes seconded **the motion** to adjourn the December 12, 2018 Library Board meeting at 8:17 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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

Minutes recorded by Jamie Schingoethe