

**MINUTES OF THE MEETING OF THE
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 13, 2019**

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, Lauren Dixon, Jeremy Heitkam, Benjamin Hoyle, Bonni Rothbaum, Sharon Schade and Natalie Valenti. Also Present: Director Timothy Jarzemsky, Tiffany Nash, Product architecture +design and Christine Sporleder, Head of Circulation and Technical Services. Absent: None.

III. PUBLIC DISCUSSIONS

IV. APPROVAL OF AGENDA

The November Board Meeting Agenda was reviewed. Trustee Hoyle moved, and Trustee Rothbaum seconded **the motion**, that the agenda of the November 13, 2019 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 Valenti seconded **the motion**, that the minutes of the October 9, 2019 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, 2019 in the amount of \$103,992.95 and the transfer of approximately \$250,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade, Contes and Heitkam.

VII. REPORTS

LIBRARIAN

Director Jarzemsky reported on events that took place at the library during the month of October. On October 19th, BPL had our annual Halloween Party. We had over 1,200 patrons in attendance. The Halloween Party is co-sponsored by the Village of Bloomingdale. We had many activities for patrons to enjoy: face painting (which was done by the Bloomingdale Church), balloon artists, games, moon bounce, two photo booth areas, hay maze and a free donuts and cider station. The Friends of Library ran the donuts and cider station. On October 27th, 150 patrons attended the Halloween Spooktacular; a Halloween themed program with spooky stories, music, activities and crafts, participants trick -or-treated throughout library. 43 attended "Chef Maddox Presents: South American Cuisine" on October 28th. Chef Susan Maddox took patrons on a culinary tour of South American cuisine. Youth Services received DuPage Foundation- JCS Arts, Health and

VII. REPORTS (Continued)

Education Fund grant for \$500.00 for the program “Through Our Eyes” from Kim Leider and Jill Baetiong. Director Jarzemsky congratulated Kim and Jill on receiving the grant.

MONTHLY STATISTICS

Attachment D shows the activities for the month of October. Circulation was down for the month. DVD’s and Compact Disc were also down.

STANDING COMMITTEES

PERSONNEL – No report.

POLICY – No report.

FINANCE – Director Jarzemsky will contact the Finance Sub-Committee to meet about creating a Fund Balance Policy which was suggestion in the audit.

BUILDING AND GROUNDS – No report.

LIAISON REPORTS

SWAN – No report.

VILLAGE – Trustee Valenti gave a verbal report.

FRIENDS OF THE LIBRARY – The Friends had a fundraiser at Five Guys recently which was successful. The Friends will participate in our Holiday Open House on 12/3.

BIG – Trustee Schade went and gave a verbal report to the rest of the Board.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

APPROVAL OF FINAL DESIGN AND BUDGET FOR MAKERSPACE

Tiffany Nash from Product architecture +design presented the design and budget to the Board about the new Makerspace which is replacing Meeting Room D also known as the craft room. Many meetings over several months took place with members of the BPL staff, Director Jarzemsky, Trustee Rothbaum, Trustee Valenti, Tiffany and her staff. The room has been thoughtfully designed. The Board asked Tiffany and Director Jarzemsky many questions. We do not have all the details on which BPL staff will run the Makerspace yet, Director Jarzemsky thinks it will be split between three department; Adult Services, Youth Services and Computer Services. We do not have a name for the space yet either but are working on a creative way to select said name. BPL already owns multiple machines that

IX. NEW BUSINESS (Continued)

will be used in the Makerspace such as two 3D Printers, Ellison Dye, and a Silhouette Vinyl Cutting Machine. The 3D printers are currently very popular with our public, as you can go to the Reference Desk and have a 3D printed object made for a small fee. BPL will purchase more machines in the future once we gauge what the public is interested in. The Makerspace has been thoroughly researched such as visiting other libraries with these spaces, reaching out to libraries with them, and having two libraries send Makerspace representatives to the BPL Staff In-Service. Many details still need to be worked out but Director Jarzemsky is working with staff on them and will inform the Board once he has more information. Tonight, Director Jarzemsky asked the Board to focus on the the design and budget.

After careful review, Trustee Hoyle moved and Trustee Valenti seconded **the motion**, that the Board approve the design and budget not to exceed the amount of \$260,927. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade, Contes and Heitkam.

Removal from Roll: Tiffany Nash leaves the meeting at 8:13 p.m.

2019 ILA REPORTS

Attachment E shows reports from BPL staff who attended ILA. The Board thanked the BPL staff for their reports.

FISCAL YEAR 2020 PER-CAPITA GRANT APPLICATION

Attachment F provides information on the Illinois State Library FY 2019-2020 requirements for the Per Capita Grant. Staff will complete the grant application in order for the library to receive money each year and Director Jarzemsky will submit the application. The Board reviewed chapters 1-5 of the Trustee Facts File Third Edition. The Board also reviewed the checklist regarding "personnel" from serving our public. This review serves as evidence that the Board has fulfilled all requirements for the 2020 Per Capita Grant. Director Jarzemsky distributed a handout about the IL Digital Archives.

APPROVAL OF AUTOMATIC RENEWAL OF MATERIALS (EFFECTIVE DATE 1/1/2020)

Christine Sporleder, Head of Circulation and Technical Services, presented a report about Automatic Renewal of Materials to the Board. Christine was present at the previous Board meeting to discuss the same topic. Christine again reviewed the same information with the Board. The Board asked many questions. Christine and Director Jarzemsky will work with Beth Dover, PR/ Marketing Coordinator, to get the information out to the public.

After careful review, Trustee Valenti moved and Trustee Contes seconded **the motion**, that the Board approve Automatic Renewal of Materials effective 1/1/2020. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade, Contes and Heitkam.

IX. NEW BUSINESS (Continued)

APPROVAL OF FINES FREE (EFFECTIVE DATE 1/1/2020)

Christine Sporleder, Head of Circulation and Technical Services presented a report about going Fines Free to the Board. Christine was present at the previous Board meeting to discuss the same topic. Christine again reviewed the same information with the Board. The Board asked many questions. Christine and Director Jarzemsky will work with Beth Dover, PR/ Marketing Coordinator to get the information out to the public.

After careful review, Trustee Hoyle moved and Trustee Heitkam seconded **the motion**, that the Board approved going Fines Free effective 1/1/2020. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade, Contes and Heitkam.

APPROVAL OF REVISED CIRCULATION POLICIES (EFFECTIVE DATE 1/1/2020)

Christine Sporleder, Head of Circulation and Technical Services, presented about the Revised Circulation Policies with updates about Fines Free and Automatic Renewal of Materials.

After careful review, Trustee Dixon moved and Trustee Hoyle seconded **the motion**, that the Board approve the Revised Circulation Policies effective 1/1/2020. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade, Contes and Heitkam.

2019/2020 SNOW AND ICE CONTROL PROCEDURES

Attachment J is a letter from the Village of Bloomingdale with the Snow and Ice plan for 2019/2020 winter season. The Library has posted this information in two locations for building supervisor staff to see and those staff are prepared to follow the instructions given. The attachment also shows BPL's Snow/Ice Parking Response Plan which staff are trained on and know how to implement.

Removal from Roll: Christine Sporleder leaves the meeting at 9:07 p.m.

ILLINOIS MINIMUM WAGE CHANGES

IL minimum wage will gradually increase within the next five years. BPL is preparing to meet those standards. Currently, BPL does not have to worry as none of our staff are below the current or upcoming minimum wage. In the near future likely July 2020, we will need to address this issue. Director Jarzemsky will work with BPL staff and the IL Management Association to insure we thoughtful increase staff to minimum wage but also look into our salary structure so that all staff fit into an appropriate scale.

IX. NEW BUSINESS (Continued)

LIBRARY CLOSING 2020

Attachment L is a calendar with the dates that the Library will be closed in 2020. Director Jarzemsky reviewed each holiday closing with the Board.

Trustee Rothbaum moved, and Trustee Contes seconded **the motion**, that the Board approve the 2020 Library Closings dates as presented. The motion carried by roll call vote: AYES: Trustees Hoyle, Valenti, Rothbaum, Dixon, Schade, Contes and Heitkam.

XII. ANNOUNCEMENTS

Holiday Open House: The Board is invited to attend the Holiday Open House on 12/3.

Breakfast and Brunch with Santa: Tickets are almost sold out. This is a very popular event that the public really enjoys. Tickets won't last much longer.

XIII. ADJOURNMENT

Trustee Heitkam moved and Trustee Contes seconded **the motion** to adjourn the November 13, 2019 Library Board meeting at 9:18 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

Secretary

President

Date: _____

Minutes recorded by Jamie Schingoethe