

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
APRIL 10, 2024**

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

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The April Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Dhiman seconded **the motion**, that the agenda of the April 10, 2024 Regular Library Board meeting be approved as amended. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the March Board meeting were reviewed. Trustee Karpriel moved, and Trustee Johnson seconded **the motion**, that the minutes of the March 13, 2024 Regular Library Board meeting be approved. The motion carried by voice vote.

**VI. TREASURER'S REPORT**

The Board reviewed the Treasurer's Report. Trustee Johnson moved and Trustee Valenti seconded **the motion**, that the Board approve the payment of bills for the month of April 2024, in the amount of \$67,835.36 and the transfer of approximately \$230,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Karpriel, Johnson, Hoyle, Valenti, and Dhiman. Absent: Trustees Atkinson and Dixon.

**VII. REPORTS**

**LIBRARIAN'S REPORT**

Attachment C shows the activities for the month of March. Annually, BPL partners with the Bloomington Park District's for their Bunny Bash event. On March 23<sup>rd</sup>, 1,000 kids did a cake walk for books. We had records statistics for our tile information on our social media posts. On 3/1, BPL posted: In 1999, Bloomington Public Library partnered with Stratford Square Mall for the 'Stratford Squares for Lifelong Learning' fundraiser, supporting the creation of a new library computer lab. The Village of Bloomington's recent acquisition of the mall for redevelopment prompted a collaboration between the Village and the Library to preserve the tiles installed as part of the project. We are currently developing a plan and will announce further details soon. If you have a tile on the display walls, please watch for updates in the April Village Almanac, Village Residential e-news, and BPL Bulletin. In March, we saw a significant spike in Scanning Station use to go with consistent use of our

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

lab, printing, and website. Computer class attendance was strong, particularly with our afternoon seniors courses; and outdoor Wi-Fi traffic continues to grow. On March 7<sup>th</sup>, BPL offered a “Homeschool Hangout”, 11 Homeschool families read stories and did activities related to music. On March 25<sup>th</sup>, 62 patrons attended via Zoom a slide lecture, “Edward Hopper and the American Scene”, patrons learned how Hopper's mid-century paintings focused on the psychological isolation of modern life.

### **MONTHLY STATISTICS**

Attachment D shows the activities for the month of March. Total circulation for the month of March was 23,214. This is a 4% increase over March, 2023. This includes 3,005 items checked out by patrons from other libraries. Library Circulation staff processed 2,830 outgoing items to send to other libraries via the RAILS delivery service.

### **STANDING COMMITTEES**

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – Trustees Hoyle, Johnson and Director Jarzemsky met on 4/5/24, a report will be presented later on in the agenda.

**BUILDING AND GROUNDS** – No report.

### **LIAISON REPORTS**

**SWAN/RAILS** – The March and upcoming April SWAN meetings were held at BPL. An update will be available in the future.

**VILLAGE** – Trustee Valenti gave a verbal update.

**FRIENDS OF THE LIBRARY** – No report.

**BIG** – An email will be sent to inquire who wishes to attend.

## **VIII. UNFINISHED BUSINESS**

## **IX. NEW BUSINESS**

### **MOVE MAY BOARD MEETING DATE**

The May date was moved to Monday, May 13<sup>th</sup>. This was approved under the Resolution for Board Meeting Dates and Times for FY 2024.

**IX. NEW BUSINESS (Continued)**

**RESOLUTION FOR BOARD MEETING DATES & TIMES FOR FY 2024**

President Hoyle presented Resolution No. 2023/2024-2 entitled “Resolution Setting Time and Dates of Regular Meetings of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois.”

Trustee Valenti moved and Trustee Dhiman seconded **the motion** that said resolution as presented be passed as amended. After a full discussion thereof, President Hoyle directed that the roll be called for a vote upon the motion to adopt said resolution. Upon the roll being called, the following Trustees voted AYES: Trustees Karpel, Johnson, Hoyle, Valenti, and Dhiman. Absent: Trustees Atkinson and Dixon.

Whereupon President Hoyle declared the motion carried and said resolution adopted and did sign the same in open meeting and did direct the Secretary to record the same in the records of the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois, which was done.

**INVESTMENT OF PUBLIC FUNDS**

As mandated by State Law, a discussion took place concerning the Library’s investments as detailed in the written quarterly report. The report lists all investments and the location of the invested money and the market value.

**2023 EQUALIZED ASSESS VALUATION OF BLOOMINGDALE**

Director Jarzemsky reviewed Attachment G, a letter from DuPage County regarding 2023 tax year. The Library has no control over property values in the Village. The new Equalized Assessed Value (EAV) is \$1,051,749,465.00. The tax rate is .2997.

**APPROVAL OF NON-RESIDENT LIBRARY CARD PARTICIPATION FOR FY24/25**

Attachment H was presented; Director Jarzemsky explained the Non-Resident Card Program to the Board. If you do not live within the boundaries of the Village of Bloomingdale or in another library district, you are considered a non-resident. A library card can be purchased for one year only. The homeowner non-resident library card fee is based on the Library’s tax rate of .2997 multiplied by the assessed valuation of the property divided by \$100.00. There are two non-residential areas near our Library boundaries, which are Medinah and Mallard Lakes Estates.

Trustee Karpel moved and Trustee Valenti seconded **the motion**, that the Board approve the 2024/2025 Non-Resident Public Library Card Fee Program as presented. The motion carried by roll call vote. AYES: Trustees Karpel, Johnson, Hoyle, Valenti, and Dhiman. Absent: Trustees Atkinson and Dixon.

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

### **APPROVAL OF CONTRACTOR FOR 2024 MECHANICAL REPLACEMENT PROJECT**

Bids were received April 2, 2024 at 1 p.m. for the 2024 Mechanical Replacement Project for BPL. The scope of the project included: base bid work; which included removal of the existing ground mounted condensing unit CU-1, line sets, and concrete pad and the installation of a new CU-1 unit to be located on the existing flat roof. There were three alternates that were included with this project. Alternate 1 work included the removal of existing condensing CU-2, concrete pad, installation units CU-5 and CU-6, piping as indicated, and existing concrete pads. Alternate 2 work included the complete disconnection and removal of existing abandoned condensing units CU-5 and CU-6, piping as indicated and existing concrete pads. Alternate 3 work included the cost to provide and install a roof top equipment screen to enclose the new mechanical unit as required by Village ordinance. Plans and specifications were distributed to ten potential bidders, five of whom chose to submit bids. Of the five bids received, the lowest bidder was Core Mechanical, Inc.

DLA Architects reviewed all bids and recommended that the library approve Core Mechanical, Inc. as the lowest qualified bidder. Trustee Johnson moved and Trustee Valenti seconded **the motion**, that the Board approve Core Mechanical, Inc as the contractor for the 2024 Mechanical Replacement Project at a combined base bid + alternates 1,2, and 3 at \$292,695.00 as presented. The motion carried by roll call vote. AYES: Trustees Karpel, Johnson, Hoyle, Valenti, and Dhiman. Absent: Trustees Atkinson and Dixon.

### **CUSTOMER SERVICE SURVEY MEETING**

In the near future, BPL plans to send out a customer service survey to the public. This will be a tool we can use to update our Long Range Plan. Director Jarzemsky met with Sean Luster, Head of Computer Services and Trustee Dhiman to discuss potential options on March 21, 2024.

### **APPROVAL OF NON-EXEMPT SALARY STRUCTURE FOR FY 2024/25**

The minimum wage in Illinois will be going up to \$15.00 per hour on January 1, 2025. This is the last and final step in a seven-step plan initiated in 2020. To ensure BPL offers competitive wages and that we follow the new law, we need to adjust our salary scale for FY 2024/25. The committee reviewed the packet prepared by the Library Director. The minimum wage in IL will go from \$14 to \$15 per hour effective 1/1/2025. The Director recommends building the \$15 rate into our May 1st salary structure. The packet included a revised salary structure and an anonymized list of employees that would be impacted. The packet also included a list of local job ads with starting pay at \$15 plus an hour. The recommended salary structure will change our lowest grade to \$15 and to prevent wage compression, we will move up five job grades.

**IX. NEW BUSINESS (Continued)**

Trustee Valenti moved and Trustee Dhiman seconded **the motion**, that the Board approve the non-exempt salary structure for 2024/25 as presented. The motion carried by roll call vote. AYES: Trustees Karpel, Johnson, Hoyle, Valenti, and Dhiman. Absent: Trustees Atkinson and Dixon.

**FY 2024/25 DRAFT BUDGET REVIEW**

Director Jarzemsky presented a proposed draft budget tonight with approval scheduled for May Board meeting. This is the second review of the budget; it was first reviewed in March. Staff reviewed the proposed budget and last year’s budget items were used as a base line for each line item. Director Jarzemsky discussed the general fund line items, levy statistics and projections. The levy is the cash amount the Library collects from property taxes from property owners each year. Director Jarzemsky asked the Board to prepare approval of a levy amount at the May Board meeting. The total of expenditures was expected to be up by approximately 2.28%; however that number may change after all the final numbers are in and reviewed.

**LEVY ANALYSIS**

The Board will approve the levy amount at the May Board meeting. This attachment is to begin evaluating what number the Board is comfortable with. Director Jarzemsky presented information from years past. He provided the Illinois Department of Revenue history of CPI’s used for the PTELL and levy scenarios. The Board reviewed the impact of levy increases between 1.5-3%; the consensus was that a 2% increase was appropriate but would like to see the options for 1.5% and 2%. It’s important to note that this levy amount will be collected in the next calendar year.

**X. ANNOUNCEMENTS**

State of the Village Luncheon-Wednesday 4/24/24-The entire Board is invited to attend the State of the Village Luncheon if they wish.

**XI. ADJOURNMENT**

Trustee Valenti moved and Trustee Hoyle seconded **the motion** to adjourn the April 10, 2024 Library Board meeting at 8:46 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Date: \_\_\_\_\_  
(Minutes recorded by Jamie Schingoethe)