

**MINUTES OF THE MEETING OF THE  
BLOOMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MAY 13, 2024**

**I. CALL TO ORDER**

The meeting was called to order by President Hoyle at 7:01 p.m.

**II. ROLL CALL**

Upon roll call, the following Trustees were present in person:

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

**III. PUBLIC DISCUSSIONS**

**IV. APPROVAL OF AGENDA**

The May Board Meeting Agenda was reviewed. Trustee Valenti moved, and Trustee Dhiman seconded **the motion**, that the agenda of the May 13, 2024 Regular Library Board meeting be approved. The motion carried by voice vote.

**V. APPROVAL OF MINUTES**

The minutes of the April Board meeting were reviewed. Trustee Karpriel moved, and Trustee Johnson seconded **the motion**, that the minutes of the April 10, 2024 Regular Library Board meeting be approved as amended. 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 May 2024, in the amount of \$87,432.76 and the transfer of approximately \$200,000.00 for bills and salaries. The motion carried by roll call vote: AYES: Trustees Dhiman, Johnson, Hoyle, Valenti, Karpriel and Atkinson. Absent: Trustee Dixon.

**VII. REPORTS**

**LIBRARIAN'S REPORT**

Attachment C shows the activities for the month of April. A recap of each department was discussed. Overall statistics in each department are up. Kandy Jones, Heidi Knuth, and Youth Services' staff are busy in April/May doing multiple Celebrate Reading programs. On April 23<sup>rd</sup>, 75 first grade students from Erickson Elementary enjoyed a presentation, tour, craft, and snack. Business Office and VOB staff assisted the public in finding their tiles at the mall in the old FYE store from April 17-19<sup>th</sup>. The public was very appreciative of the option to pick up the tiles.

**MONTHLY STATISTICS**

Attachment D shows the activities for the month of April. Total circulation for the month of

## VII. REPORTS (Continued)

April was 22,511. This is a 9% increase over April, 2023. This includes 2,939 items checked out by patrons from other libraries.

### STANDING COMMITTEES

**PERSONNEL** – No report.

**POLICY** – No report.

**FINANCE** – No report.

**BUILDING AND GROUNDS** – The new A/C unit that was installed last fall is fully operational.

### LIAISON REPORTS

**SWAN/RAILS** – No report.

**VILLAGE** – No report.

**FRIENDS OF THE LIBRARY** – 2024 is the Friends' 50<sup>th</sup> anniversary. They were established in January 1974 to help in the creation of and to support BPL. They are in the midst of planning their 50<sup>th</sup> anniversary luncheon fundraiser.

**BIG** – recap of notes from 4/25/24

## VIII. UNFINISHED BUSINESS

## IX. NEW BUSINESS

### APPROVAL OF OPERATING BUDGET FY 2024/25

Attachment G shows the Fiscal Year 2024\2025 budget details. The Library Director, Department Heads and other library supervisors had input in creating the budget lines within Attachment G. The projected General Fund total expenditures for FY 2024/2025 is \$3,279,586.24. Director Jarzemsky discussed various projects that are proposed to be completed within the fiscal year.

After a final review and discussion of the budget document, Trustee Valenti moved and Trustee Johnson seconded **the motion**, that the Board approve the Budget of \$3,279,586.24 for Fiscal Year 2024/2025 as presented. The motion carried by roll call vote. AYES: Trustees Dhiman, Johnson, Hoyle, Valenti, Karpel and Atkinson. Absent: Trustee Dixon.

## VII. REPORTS (Continued)

### APPROVAL OF BUILDING FUND SCHEDULE

Director Jarzemsky explained that the estimated and proposed expenditures of the Building Fund are listed on Attachment H. He reviewed the list of expenditures with the Board. This is the official planning document for the Building Fund and the proposed expenditures for 2024/2025 that amounts to \$681,295.00. Projects such as the HVAC, plumbing, electrical, office furniture, digital displays, and washroom updates were discussed.

Based on the discussion, Trustee Atkinson moved and Trustee Dhiman seconded **the motion** to approve the Building Fund expenditures for 2024/2025 in the amount of \$681,295.00. The motion carried by roll call vote: AYES: Trustees Dhiman, Johnson, Hoyle, Valenti, Karpriel and Atkinson. Absent: Trustee Dixon

### APPROVAL OF BUILDING FUND TRANSFER

Director Jarzemsky presented the proposed transfer of \$650,000.00 from the 2024/2025 Operating Budget to the Building Fund.

We annually budget for a year-end transfer to the building fund. These transfers are essential in maintaining the reserves in our Building Fund which is the source for all our capital projects. As required by law, the library maintains and updates a plan for the use of these funds. The key to managing the Building Fund in a fair and prudent manner is to have a plan for the use of the funds. The Library's Building Fund schedule details plans for capital improvements over both short and long terms. Therefore, Director Jarzemsky recommended that we approve this transfer.

Based on the discussion, Trustee Johnson moved and Trustee Valenti seconded **the motion** to approve the transfer to building fund in the amount of \$650,000.00 for FY 2024/2025. The motion carried by roll call vote: AYES: Trustees Dhiman, Johnson, Hoyle, Valenti, Karpriel and Atkinson. Absent: Trustee Dixon

### APPROVAL OF RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS 2024/25

President Hoyle presented the Resolution Setting Forth Financial Requirements of the Bloomington Public Library for the Fiscal Year beginning May 1, 2024 and ending April 30, 2025.

Trustee Johnson moved and Trustee Valenti seconded **the motion** that Resolution 2024/2025-1, 2%, be adopted as presented, including an appropriation in the amount of \$4,116,486.26 and a levy in the amount of \$3,206,876.94.

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

## VII. REPORTS (Continued)

voted AYES: Trustees Dhiman, Johnson, Hoyle, Valenti, Karpel and Atkinson. Absent: Trustee 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.

### APPROVAL OF DLA MOU FOR LOWER LEVEL WASHROOMS

Attachment K is the Memo of Understanding (MOU) for the Lower Level Washrooms project with the full scope of work, project schedule with timeframe, budget and fee structure, and reimbursable expenses.

The Board carefully reviewed the MOU. Trustee Johnson moved and Trustee Karpel seconded **the motion**, that the Board approve the Memo of Understanding (MOU) for DLA Architects Ltd. for the Lower Level Washrooms project. The motion carried by roll call vote: AYES: Trustees Dhiman, Johnson, Hoyle, Valenti, Karpel and Atkinson. Absent: Trustee Dixon

## X. ANNOUNCEMENTS

Summer Reading- June 3<sup>rd</sup> will kick off the Summer Reading program; “Read, Renew, Repeat” is the theme this year. Shirt design has been sent to the printer but the shirts have not arrived yet. The program is for kids, teens, and adults. There is also a program separate for the staff and board.

## XI. Executive Session Library Director Review

An Executive Session was called pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; 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 7:52 p.m. Trustee Karpel moved and Trustee Dhiman seconded **the motion** to enter into Closed Session pursuant to the Open Meetings Act, Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; 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. AYES: Trustees Dhiman, Johnson, Hoyle, Valenti, Karpel and Atkinson. Absent: Trustee Dixon

**XII. Approval of Items Reviewed in Executive Session**

Trustee Valenti moved and Trustee Dhiman seconded the motion that the FY 2024/25 salary for the Library Director, as recommended in executive session be approved. The motion carried by roll call vote: AYES: Trustees Dhiman, Karpel, Johnson, Hoyle, Valenti, and Atkinson. Absent: Trustee Dixon.

**XIII. ADJOURNMENT**

Trustee Valenti moved and Trustee Johnson seconded **the motion** to adjourn the May 13, 2024 Library Board meeting at 8:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Minutes approved by:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

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