

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
January, 23, 2017**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on January 23, 2017.

**Trustees present:** David Stejkowski, Sandra Beaupre, Mary Kay Blankestyn, Deborah Hendrick, Natalie Netherton, Judith Smead and Ellen Stringer.

**Also present:** Library Director Kelly McCully.

**President's Report:** Stejkowski noted that a quorum was present. He discussed the January 1, 2017 gas leak at the library. McCully reported that the Library opened for business as scheduled on January 3 after the gas leak. Nicor returned on January 4 to cover the trench that was dug around the gas line at the east end of the building. Both Nicor and the Bourbonnais Fire Department performed gas and CO readings on January 4 which came back negative. He thanked Board members for taking care of the December meeting when he was out of the country.

**Secretary's Report:** The Board reviewed the minutes from the regular Board meeting held on December 19, the minutes from the Executive Session on December 19 and the minutes from the Personnel Committee meeting held January 18, 2017. Netherton made a motion to approve the Board meeting minutes and the Personnel Committee minutes as presented and the Executive Session minutes as corrected. Beaupre seconded the motion and it passed with a vote of all ayes.

**Correspondence and Communications, and Public Comment (action items only):** A thank you card was received from the Library staff for the holiday party.

**Financial Report:** Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the bills. Stejkowski seconded the motion and Stejkowski, Beaupre, Blankestyn, Hendrick, Netherton, Smead and Stringer voted yes. The balance sheet is acceptable through the end of December, 2016 but may be off when the furnace costs go through. The balance sheet will be submitted to the auditor.

**Director's Report:**

Deadlines: January 26, Certification of Ballot for 2017 Consolidated Election due (Complete). February 1, Last day to send the list of those required to file a Statement of Economic Interest to the County Clerk (Complete). April 4, Consolidated Election.

Per Capita: The FY 2017 Per Capita Application and the FY 2015 Expenditure Report were completed and sent to the Illinois State Library on December 29, 2016.

Strategic Planning Course: McCully has enrolled in a strategic planning course. The course will explain the strategic planning process, including the development and implementation of the Library's plan.

BESD 53 Strategic Planning: McCully will be attending planning meetings for the Bourbonnais Elementary School District's five year strategic plan for 2017-2022.

HVAC Updates: Anderson Mechanical has installed the new furnace and air conditioner at the east end of the building and replaced a low water cut off for the boiler as recommended by the State Fire Marshal's annual inspection. All furnace/HVAC issues are complete.

Marketing: The Library sent out three email blasts in December. There are currently 593 people on the Library's email list and the library has 620 (41 new in one month) likes on Facebook.

Community Project: The Library will participate as a stop on the inaugural Chocolate Tour presented by the Village of Bourbonnais and the Bourbonnais Township Park District. The Library stop will include chocolate-covered, salted caramel dipped marshmallow pops handmade by the Friends of the Bourbonnais Library. Staff members will also be in attendance to promote library services and programs.

**Committee Reports:**

**Personnel:** Personnel met January 18 to continue the discussion of the Library's legal needs.

**Finance:** None.

**Building and Grounds:** None.

**Policy Committee:** None.

**Long Range Planning:** None.

**Unfinished Business:**

Legal Counsel: Committee Chair Smead summarized the January 18 Personnel Committee meeting. Consensus of the committee was to go with an ala carte model for legal services. The Library will have a combination of legal services including local legal counsel, Claire Chaplinski, and an outside firm at the discretion of the Director.

**New Business:**

Travel Expense Policy: Due to changes in state law, the Travel Expense Policy needs to be revised. McCully explained that the policy in the Board packets came from the Management Association. After some discussion, Smead made a motion to adopt the Travel Policy as presented and authorize the Director to insert it into the Policy Manual in an appropriate place. Hendrick seconded the motion and it passed with a vote of all ayes.

Commercial Insurance Policies: McCully met with Ted Keigher from HomeStar

Insurance to discuss renewing the Commercial Insurance Policies. Overall, with the same insurance company and policies, there will be a \$70 increase. The policies cover general liability, workman's compensation and the Treasurer's bond. Stringer made a motion to continue the insurance policies as presented. Beaupre seconded the motion and it passed with a vote of all ayes.

**Public Comment:** None.

**Adjournment:** Smead made a motion to adjourn the meeting at 7:36 p.m. Beaupre seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary