

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
January 27, 2020**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:00 p.m. on January 27, 2020.

Trustees present: David Stejkowski, Mary Kay Blankestyn, Laura Contreras, Deborah Hendrick, Laurie Hofman, Judith Smead, and Ellen Stringer.

Also present: Library Director Kelly McCully.

President's Report: Stejkowski reported his medical procedure went well. In the event he had not been able to attend due to his medical recovery, he had notified Library Director Kelly McCully and Board Secretary, Debbie Hendrick, per Library Policy 01-14 that he might need to attend by telephone or video conference.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held December 16, 2019. Blankestyn made a motion to accept the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes.

Correspondence & Communications and Public Comment (action items only): A thank you note was received from the library staff expressing appreciation for the holiday party.

Financial Report: Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. The balance sheet is tracking at 50% and will be submitted to the auditor.

Director's Report:

Deadlines: February 10, Last day to send the list of those required to file a Statement of Economic Interest to the County Clerk (submitted January 24, 2020).

Marketing: There are currently 1,290 people on the library email list. The Library has 1,954 likes on Facebook, and 517 followers on Instagram.

Go Green: In an effort to go greener, the Library has gotten rid of plastic bags. Patrons may bring their own bags to the Library or purchase one of the library's new, branded bags for \$2 at the Circulation Desk.

Technical Services:

322 new items were added to the collection in December 2019.

154 items were deleted.

Every new item added to the library's collection is processed by two staff members. Technical Services Assistant, Anna Dumey, covers and labels all items for circulation. Technical Services Supervisor, Kris Weybright, enters every item into the library's shared, online catalog. Both staff members have worked at Bourbonnais Public Library for over 20 years.

Circulation Services:

Circulation Supervisor, Samantha Wilhoyt, manages all Audio/Visual purchasing. She welcomes suggestions for music CDs, audiobooks, or DVDs to add to the library's collection.

Adult Services:

Notary Services: The Library is offering notary services. Adult Supervisor, Cassidy Steinke, is now an Illinois Notary. This service is free of charge for Bourbonnais residents. Notary hours are limited, so appointments are preferred.

Winter Read: The Winter Read Program for adults continues until February 29. This program offers patrons a fun reading challenge and inspires them to keep reading during the cold, winter months. Participants can earn entry to three prize raffles when they complete winter reading bingo cards that will be distributed from the Information Desk.

Youth Services:

1,000 Books Before Kindergarten Program: The Youth Services Department will launch their 1,000 Books Before Kindergarten Initiative in February. This program will provide a fun approach to establishing strong literacy skills. Participants will

receive reading logs and incentives carefully designed and chosen by the library's Marketing and Youth Services teams. A garden themed progress mural will display the little readers' flowers in bloom.

Youth Services 2019 Program Statistics: The Youth Services Department welcomed over 7,883 children to 351 programs in 2019.

Committee Reports:

Personnel: None.

Finance: None.

Policy: Set date to review *Serving Our Public* policies. McCully will discuss possible dates for this meeting with Hendrick.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: None.

New Business:

Discuss and Approve Commercial Insurance Policy: McCully presented an insurance review chart prepared by Cook and Kocher Insurance Group, Inc., which compared the library's current coverage and their recommendations. After several minutes of discussion, Stejkowski made a motion to table this item until the February Board Meeting. Smead seconded the motion and it passed with all ayes.

Discuss and Approve Amendment to Tuition Reimbursement Agreement: Stejkowski led a brief discussion explaining the Amendment to the Tuition Reimbursement Agreement for Director McCully. Blankestyn made a motion to accept the amendment. Contreras seconded the motion and it passed with all ayes.

Public Comment: None.

Adjournment: Stringer made a motion to adjourn the meeting at 7:29 p.m. Blankestyn seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary