

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
FEBRUARY 26, 2018**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on February 26, 2018.

Trustees present: Dave 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 noted there was a quorum present and thanked McCully for going with him to the Leadership Luncheon at Olivet Nazarene University.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held January 22, 2018. Hendrick made a motion to accept the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes.

Financial Report: Stringer reviewed the transactions, asked for any questions and made a motion to pay the bills as presented. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead and Stringer voted yes. Stringer reported the balance sheet is tracking well and she will submit it to the auditor. McCully noted that a check was received for the FY 2016-17 Per Capita funds.

Director's Report:

Marketing: There were 13 email blasts in January. There are 743 people on the Library's email list and the Library has 1,049 likes on Facebook due to the very successful 1,000 Facebook Likes Contest designed and set up by the Social Media Committee. The campaign reached 5,573 people, received 222 likes and was shared 82 times. The goal of 1,000 Facebook likes was reached by the second day of the promotion.

Technology: Website: McCully reported that someone hacked into and loaded content on to the Library's website on February 17. On discovery, the contact was removed. The Library's web design company, WebLinx and website host, LIS Host, restored a backup of the site. WebLinx has added additional security measures and reset passwords to all website administrators and editors to help avoid any further incidents. There have been no further issues reported.

Gmail: The Library has successfully migrated from Versatile Webmail to Gmail for their email client. All staff members have been issued an email address to assist with library communications and opportunities for continuing education.

Community Projects: Straw Bale Garden: McCully said she would be attending a planning meeting at the BESD 53 District Office on March 12 to help put together a timeline for the Community Straw Bale Garden for the 2018 planting/growing season. Some replacement straw bales have already been delivered so they can be "seasoned" by the snow and rain. The Library will host the planting sessions that will be led by Holly Froning from the University of Illinois Extension.

The Chocolate Tour: The Library participated as a stop on The Chocolate Tour on February 3, 2018 presented by the Village of Bourbonnais and the Bourbonnais Township Park District. The Library had 315 participants come into the Library as part of the tour. The Friends of the Library made chocolate-covered salted caramel dipped marshmallow pops. This was an excellent opportunity to introduce members of the community to the many services and programs that the Library offers.

Teen Valentine's Day Program: Forty-five teens attended a Valentine's Day Party that the Teen Services Department held on February 14.

Future programs: Programs coming soon to the Library include a showing of the movie, The Dark Tower March 1; a Container Gardening Workshop, March 8; and Local Spring Wildflowers on March 26.

Book Fair: Barnes & Noble will hold a Book Fair for the Library on Saturday, March 17. BPL staff Deb, Rory and Julie will be at the bookstore from 10 a.m.-1 p.m. sharing stories, mini-crafts and face painting. Make a purchase in the store that day and the Library will receive a percentage of the sale. Proceeds will be used for the purchase of new books for patrons of all ages.

Committee Reports:

Personnel: None.

Finance: None.

Policy Committee: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: Discuss and Approve HomeStar Bank Loan Modification: The board reviewed the information from HomeStar Bank on the modification of the mortgage. Stejkowski made a motion to approve the loan modification as presented by HomeStar Bank and authorize President Stejkowski to sign any documents needed to effect it. Blankestyn seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead and Stringer voted yes.

Discuss Book Sale Policy: McCully reported that the Friends of the Library are not happy with the proposed Book Sale Policy and that they don't want to have to enforce it. After some discussion, Stejkowski said, that with no objections, the board will table this policy indefinitely in deference to the feedback from the Friends. The Board agreed.

New Business:

Elect Library Board Secretary: Smead made a motion to appoint Hendrick Secretary of the Board. Blankestyn seconded the motion and nominations were closed. The motion passed with a vote of all ayes.

Discuss & Approve Library Mission Statement: The Board discussed the new Mission Statement as presented by McCully. The Statement was corrected to read

“Connecting our community with resources to grow, learn, and discover.” Smead made a motion to approve the Mission Statement as corrected. Stringer seconded the motion and it passed with a vote of all ayes.

Discuss HomeStar Checking Account: McCully reported that she recently approached Amy O’Sullivan, president of the Bourbonnais branch of HomeStar Bank about checking account fees that she felt were too high. O’Sullivan suggested that the Library move its checking account into a Community Fund Account which has no minimum and no monthly fees. The only fee would be \$13 per direct deposit, 28 per year for payroll.

Executive Session: Hendrick made a motion to move into Executive Session to discuss personnel issues at 7:39 p.m. Stringer seconded the motion and it passed with a vote of all ayes.

The regular Board meeting moved back into regular session at 7:51 p.m.

Public comment: Blankestyn suggested that the Board do something to honor former Vice President Sandra Beaupre for her years of service on the Library Board. Stejkowski asked McCully to prepare an award for Beaupre.

Adjournment: Stejkowski made a motion to adjourn the meeting at 7:53 p.m. Stringer seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn
Vice President of the Board of Trustees and Secretary Pro Tem

