

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF  
REGULAR BOARD MEETING PROCEEDINGS  
March 16, 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 March 16, 2020.

**Trustees present:** David Stejkowski, Mary Kay Blankestyn, Deborah Hendrick, Judith Smead, Ellen Stringer, and Laurie Hofman (who arrived at 7:29). Trustee Laura Contreras was absent.

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

**President's Report:** Stejkowski noted there was a quorum present. He also expressed thanks to Director McCully and the library staff for hosting Kankakee County Chamber Business Before Hours event on Wednesday, March 11. It was a well-attended event and the Library was showcased very well.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held February 24, 2020. Blankestyn made a motion to accept the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes. Trustees Contreras and Hofman were absent.

**Correspondence & Communications and Public Comment (action items only):**  
None.

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

**Director's Report:**

Deadlines: March 17, Illinois Primary Election. April 30, Last day to file a Statement of Economic Interest to the County Clerk.

Marketing: There are currently 1,310 people on the library email list. The Library has 2,037 likes on Facebook, and 553 followers on Instagram.

Business Before Hours: The Library hosted over 40 visitors at the Kankakee County Chamber Business Before Hours event held Wednesday, March 11. McCully expressed thanks to the trustees that were in attendance and to Connect Coffee Roasters and Two Whisks Bakery for supplying delicious refreshments.

**Technical Services:**

353 new items were added to the collection in February 2020.

475 items were deleted.

Technical Services Supervisor, Kris Weybright, continues to lead the nonfiction weeding project. Currently the 800s are being evaluated.

**Circulation Services:**

52 new patron cards were added in February 2020.

17,779 physical items were circulated.

**Adult Services:**

The Library has added a new ScanStation. The new station features the same scan capabilities that were offered previously, with the addition of photo preservation, text to audio, and language translation features.

The Library's first Adult Winter Reading Program ended on February 29. Forty-one people submitted 941 raffle entries. The program challenged participants to read outside of their typical genres and explore many of the library's mobile apps. Patrons loved the kick-off event, and the Library has received positive feedback from those that participated.

**Youth Services:**

The Youth Services Department added a sensory tub to their space to create a fun, tactile experience for children. The tub is filled with 40 pounds of pinto beans and assorted toys to dig up. Sensory floor tiles and toys have also been added to the Department. Sensory toys and tubs help children develop social learning skills including planning, negotiation, and sharing.

After 15 years of love and play, it was time to say goodbye to the beloved BPL gazebo. The gazebo needed major repairs, so the library staff determined that it was time to reimagine and refresh the Youth Services Play Area. The library custodian, Bill Johnson, dismantled the structure in three short hours before opening on Thursday, March 12. New play structures, toys, and storage will be added, and potentially a mural to brighten up the space.

### **Committee Reports:**

**Personnel:** Set date to discuss FY2020-21 Employee Wage Scale & Organizational Structure. Kelly will email Judy with possible dates for this meeting.

**Finance:** None.

**Policy:** None.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:** None.

### **New Business:**

**Review and Approve Patron Computer Estimates:** Director McCully discussed the need to purchase 12 new patron computers. She explained that only 12 new computers are needed because the current number of 14 are not all in use. McCully reviewed the three proposals received from Dell for \$11,718.05, Paragon Micro for \$11,784, and CDW for 14,414.16. After a brief discussion, Smead made a motion to accept the purchase proposal from Paragon Micro. Stejkowski seconded the motion and it passed with all ayes. Trustees Contreras and Hofman were absent.

**Discuss Library Response to Illinois State Library Public Health Correspondence and COVID-19 Contingency Planning:** A letter from Greg McCormick, Director of the Illinois State Library, shared information received concerning COVID-19. Director McCully has communicated with other libraries and presented the Bourbonnais Public Library District Pandemic Response Procedures. The document outlined three procedure levels. Level I: Precautionary Measures, Level II: Moderated Services, and Level III: Temporary Closure were discussed. Stejkowski made a motion to adopt the Pandemic Response Procedures.

Blankestyn seconded the motion and it passed with all ayes. Trustees Contreras and Hofman were absent.

Stejkowski led a discussion concerning the closure of the Bourbonnais Public Library because of the COVID-19 pandemic. The closure would begin on Wednesday, March 17, and end Tuesday, March 31, at which time the situation would be reevaluated. Blankestyn made a motion authorizing Director McCully to close the Library and to determine an appropriate reopen date. Stringer seconded the motion and it passed with all ayes. Trustees Contreras and Hofman were absent.

Because this situation is out of the employee's control and the salaries have been budgeted, Stringer proposed paying Director McCully and the library staff, both full and part-time, during the closure. By consensus, the Board agreed. Trustees Contreras and Hofman were absent.

**Public Comment:** None.

**Adjournment:** Hofman made a motion to adjourn the meeting at 7:37 p.m. Stringer seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary