

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
March 18, 2019**

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 18, 2019.

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

Also present: Library Director Kelly McCully.

President's Report: Stejkowski noted there was a quorum present and thanked those who contributed to and worked on the gift basket for Trustee Hofman.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held February 25, 2019 and the minutes of the Policy Committee Meeting held February 25, 2019. Blankestyn made a motion to accept all the minutes as corrected. Stringer seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

Correspondence & Communications and Public Comment (action items only):

A card was received inviting members of the Board to attend the Eagle Court of Honor for Logan Conroy. Logan's Eagle Scout project was landscaping at the Library.

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

Director's Report:

Deadlines: April 2, Consolidated Election. April 30, Statement of Economic Interest due.

Marketing: There are currently 914 people on the library email list. The Library has 1,404 likes on Facebook, and 309 followers on Instagram.

The Library is featuring a social media campaign for Women's History Month throughout March.

Hotspots: The Mobile Hotspots Program was launched on March 11, 2019. Hotspots are available for Bourbonnais Public Library patrons to check out for one week and local holds are allowed. These devices are already very popular with library patrons.

Technology: Three card catalog computers and six laptops for computer instruction and staff training have been replaced. A new computer for marketing has been added.

Website: The staff Website Committee held a meeting with LinkPoint Media staff. The Committee communicated the library's goals for the site, shared other library sites for inspiration, and received a general timeline for the project. At the end of March, LinkPoint will begin transferring over content from our current website.

RAILS Membership Standards: Reaching Across Illinois Libraries (RAILS) has drafted membership standards for their member libraries. During this fiscal year they are collecting data from libraries regarding these standards. The requested information for BPL was submitted on March 5. Director McCully provided a link for Board members to access a digital copy of the RAILS Membership Standards.

Vacation: Director McCully will be on vacation April 8-14.

Committee Reports:

Personnel: None.

Finance: None

Policy Committee: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Approve Copier Purchase: McCully reviewed quotes for the purchase of two new copiers from Staples, Advantage Copier Equipment & Services, Inc., and COTG-Martin Whalen. After a brief discussion of each proposal, Smead made a motion to approve the copier purchase from Staples. Contreras seconded the motion and it passed with all ayes. Trustee Stejkowski abstained because of conflict of interest. Trustee Hofman was absent.

New Business:

Per Capita Grant Requirements – Review Chapter 3 “Personnel” *Serving Our Public 3.0: Standards for Illinois Public Libraries 2014*. McCully led a discussion of this chapter reviewing the twelve personnel standards.

Public comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:30 p.m. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary