

As the Bourbonnais Public Library navigates through this difficult time, with an abundance of caution, and in the interest of public health, the Bourbonnais Public Library Board of Trustees met via ZOOM. A recording of this meeting is available upon request.

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
May 18, 2020**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:01 p.m. on May 18, 2020.

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

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

**President's Report:** Stejkowski noted there was a quorum present.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held April 20, 2020. Stringer made a motion to accept the minutes as presented. Blankestyn seconded the motion and it passed with a vote of all ayes.

**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. Stejkowski seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. The board reviewed the balance sheet which is tracking slightly under 80%. The balance sheet will be submitted to the auditor.

**Director's Report:**

Deadlines: June 30, Last day for first half (July-Dec.) review of minutes of Closed Sessions. July 1, New fiscal year begins. July 1, Schedule of regular board meetings

set and released to the public. July 6, Last day to adopt and publish resolution to levy additional .02 percent tax.

**Marketing:** There are currently 1,327 people on the library email list. The Library has 2,089 likes, 25,676 reaches, and 2,111 engagements on Facebook. There are 589 followers and 1,117 impressions on Instagram.

McCully discussed the online marketing campaigns being conducted during the library closure. These included highlights of Library Week, the Quarantine Reading Challenge for library patrons and staff, and online resources. She also reviewed the virtual services being offered during this time.

**Virtual Summer Reading Program:** Bourbonnais Public Library will be offering a virtual summer reading program *Imagine Your Story* through the app/website Read Squared. This program will offer reading challenges, tracking, and readers' advisory resources for children, teens, and adults. The program will begin in June and extend through August. A website dedicated to the Summer Reading Program and Read Squared is in development for the library's website.

There is also a virtual *1,000 Books Before Kindergarten* program available on Read Squared.

### **Committee Reports:**

**Personnel:** Set date for Director's Evaluation. Smead will set a date for this in the next few weeks.

**Finance:** Set Meeting Date to Review Tax Computation Report & Cost Control Worksheet. Meeting will be held Monday, June 15, at 6:00 p.m. (before regular Board Meeting).

**Policy:** None.

**Building and Grounds:** None.

**Long Range Planning:** None.

### **Unfinished Business:**

**Discuss Library Response to Illinois COVID-19:** McCully discussed the Curbside Services Summary. The first stage in Curbside Services will be the return of library

materials. Return dates and times were listed. All returned materials will be quarantined for at least 72 hours.

Beginning Monday, June 1, the Library will offer contactless curbside delivery and will be open during regular hours for patrons to call and reserve up to 5 items. McCully discussed a detailed process for this service.

Library services and service dates will be advertised on the Bourbonnais Public Library website, social media platforms, on the digital sign, and sent to the library's newsletter email list.

### **New Business:**

Approve Recommendation from Personnel Committee: Stringer made a motion to accept the recommendation of the Personnel Committee and table a decision concerning the FY2020-21 Wage Scale. Smead seconded the motion and it passed with all ayes.

Approve Revisions to Trustee & Legal Requirements Policy 01-09 *BPLD Organizational Chart*: McCully reviewed the Organizational Chart. Stejkowski made a motion to accept the recommendation from the Personnel Committee to approve the changes to the organizational chart. Stringer seconded the motion and it passed with all ayes.

Discuss Contingency Plan for Property Tax Revenue Delay or Disruption: Stejkowski led a discussion about the impact COVID-19 might have on tax payments. There is no way to know if residents will pay their first installments or even second installments on time. The Library does have over \$230,000 in Capital Reserves. Stejkowski feels the Board must be aware of the circumstances but it really is a wait and see situation.

**Public Comment:** None.

**Adjournment:** Blankestyn made a motion to adjourn the meeting at 7:43 p.m. Stringer seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary