

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
July 15, 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 July 15, 2019.

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

Also present: Library Director Kelly McCully.

President's Report: None.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held June 17, 2019, and the minutes of the Finance Committee Meeting held June 17, 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 Contreras was absent.

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

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

Director's Report:

Deadlines: August 26, Last day to make the tentative budget and appropriation ordinance available for public inspection and publish notice for public hearing. September 1, Annual Report due to State Library. September 24, Deadline for Public Hearing and adoption of Budget and Appropriation Ordinance. September 28, Last day for audit of the records kept by the Board's secretary to be filed.

September 30, Last day to transfer unexpended funds from prior fiscal year to Special Reserve Fund.

Annual Audit: The auditors from Zabel & Associates will be at the Library on Monday, July 22.

Tax Distribution: The Library is scheduled to receive the first FY2019-20 tax distribution on July 19.

LED Lighting Installation: The ComEd Energy Efficiency project is scheduled for installation by Dominion Lighting from Thursday, August 1, to Saturday, August 3. Five project zones will be completed. One additional zone (the exterior parking lot) will be scheduled for a later date. It will not be necessary to close the Library during the installation.

Book Sale: The Friends of the Bourbonnais Library will hold their annual sale from Thursday, July 25, through Saturday, July 27, 2019.

Marketing: There are currently 1,077 people on the library email list. The Library has 1,650 likes on Facebook (70 new likes in one month), and 377 followers on Instagram.

bookBonnais: bookBonnais was launched on the Library social media platforms. A mobile square reader has been purchased so it is now possible to accept payment for this merchandise at special and community events.

The Library ran several marketing campaigns in June including *More Than Books*, *Celebrate Pride*, and promotions for the *Currently Reading Raffle*.

Adult Programming: Programs for adults have increased by over 700 annual participants since FY2016-17. The craft programs and book clubs continue to be some of the most popular programs.

Youth Services Programming: Two of the weekly Youth Services story time programs had to be moved to the White Oak Room to accommodate the extra attendance this summer. As a result, the story time schedule will be adjusted in the fall and an additional weekly program will be added.

Youth Services hosted a very successful *Stuffed Animal Sleepover* program in conjunction with Family Jam Storytime. After participating in a pajama story time, the children left their stuffed animal friends at the Library overnight. The YS staff documented the stuffed animal's fun-filled night at the Library and participants received a photo souvenir.

Community Engagement: The Library will participate in the Friday Night Lights event on Friday, July 19, from 5- 10 p.m. at the Brickstone Brewery. Youth services staff members will have a table in the Meijer Kid Zone to pass out information about library events. McCully will participate in the Mascot Race at 7 p.m. wearing the library's lovable mascot dog, Browser.

ILA Scholarship: McCully received notice that she was awarded the Valerie J. Wilford Scholarship Grant for Library Education from the Illinois Library Association. She will be presented with the award at the Illinois Library Association Award Luncheon at the annual conference in Tinley Park, Illinois, on Tuesday, October 22. The Country Herald ran a press release on the award in an online post, July 9, 2019. McCully included links to access additional scholarship information and the scholarship award press release.

Upcoming Trustee Training Sessions, August 10 or October 19: RAILS is offering two sessions of trustee training in the late summer and early fall. The first workshop will take place on Saturday, August 10, 9:30 a.m. -12:30 p.m., at River Forest Public Library. The workshop will be repeated on Saturday, October 19, at the Bloomington Public Library.

The two sessions will be led by nationally recognized trainer and triple-certified parliamentarian, Nancy Sylvester. Either date is open to new trustees as well as current trustees and library directors who would like to a review of board essentials and parliamentary procedure.

Committee Reports:

Personnel: None

Finance: None

Policy: Schedule meeting to review *Serving Our Public Policy 03-08 Use of Library Meeting Rooms*. McCully will email Hendrick with possible dates for this meeting.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: None

New Business:

Appoint two board members to audit Secretary's minutes for previous fiscal year: Trustees Smead and Stringer were appointed to do this.

Adopt Ordinance 19-03-*Tentative Budget & Appropriation Ordinance*: Blankestyn made a motion to adopt Ordinance 19-03-*Tentative Budget & Appropriation Ordinance* as presented and Smead seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent.

Set date for the public hearing: McCully has set the date of the public hearing as August 19, 2019, at 7:00 p.m. before the regular scheduled meeting of the Library Board.

Review and discuss Chapter 11, "Fundraising", of the *Trustee Facts File Third Edition*: McCully led a discussion of this chapter. Major topics discussed included fundraising campaigns and the support of the Friends of the Library.

Public comment: None.

Adjournment: Hofman made a motion to adjourn the meeting at 7:25 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