

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF  
REGULAR BOARD MEETING PROCEEDINGS  
July 16, 2018**

Vice-President Mary Kay Blankestyn called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on July 16, 2018.

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

**Also present:** Library Director Kelly McCully, Logan Conroy and his parents, Becky and Marty Conroy.

**Presentation of Eagle Scout Project Update:** Logan distributed a list of donations he has acquired from various businesses in the area for the landscaping project. The pergola is in place at the west end to the library. He hopes to begin work on the project by the second week of August and will have the help of the entire scout troop. The library will provide a room for their lunch and water for the landscaping. Director McCully will make arrangements for the parking lot to be closed if necessary during the completion of the project.

**President's Report:** None due to Stejkowski's absence.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held June 18, 2018, the minutes of the Long Range Planning Committee Meeting held June 18, 2018, the Executive Session held at the June 18, 2018, Board Meeting, and the Finance Committee Meeting held July 11, 2018. Stringer made a motion to accept all the minutes as presented. Contreras seconded the motion and it passed with a vote of all ayes. Trustees Stejkowski and Smead were absent.

**Correspondence & Communications and Public Comment (action items only):** An email from the Bourbonnais Friendship Festival was received informing the Library

Board that Vicki Beland received this year's Jerry Trudeau Award for volunteerism. She has been a faithful volunteer for the Friendship Festival and served as one of the Village's earliest, and longest-running Bourbonnais Library Trustees.

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

**Director's Report:**

Deadlines: July 28, Last day to make the tentative budget and appropriation available for public inspection and publish notice for public hearing. September 1, Annual Report due to State Library. September 25, Deadline for Public Hearing and adoption of Budget and Appropriation Ordinance. September 28, Last day for audit of 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.

Marketing: Library events for July were promoted in an article in the Country Market. Currently 813 people are on the email list, and there are 1,171 likes on Facebook. The new digital newsletter is on the BPL website. Paper copies of the monthly calendar of events will be available at Circulation Desk.

Annual Audit: Auditors from Zabel & Associates will be at the Library Monday, July 23.

Tax Distribution: The Library received the first FY2018-19 tax distribution in the amount of \$396,648.36 on July 11. McCully stated that this is the second year that the tax distribution monies were put in the incorrect account. When contacted, the County Treasurer's Office said it would take a few days to correct this mistake. McCully expressed disappointment that County Treasurer, Nick Africano, did not communicate or offer an apology to the Library. She did say that his staff was great to work with in this situation.

**Book Sale:** The Friends of the Bourbonnais Library will hold their annual book sale Thursday, July 26 – Saturday, July 28, 2018. Funds from this sale are used for programs and library needs throughout the year.

**Programming:** The adult, teen, children, and staff summer reading program will run until July 31. There are currently over 1,000 participants in the Summer Reading Adventure. The goal was 500. Last year's participants numbered only 74.

**Eagle Scout Project:** The pergola was delivered on Thursday, July 12, and is located on the west side of the building. Logan Conroy is receiving donated resources and supplies from local businesses for this and the planting project.

**Strategic Plan:** The Strategic Plan Launch is scheduled for Tuesday, August 7, at 7:00 p.m. in the White Oak Room. Save the date emails and invitations were mailed on Friday, July 13. The event will include refreshments, a presentation of the library's 2018 Strategic Plan, and a live graphic recording by Yen Azzaro.

**Committee Reports:**

**Personnel:** None.

**Finance:** Committee met July 11, 2018. Report will be discussed under New Business.

**Policy Committee:** None.

**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 Contreras and Hofman were appointed to do this.

Ratify Separation, Waiver, and Release Agreement: A motion was made by Stringer to move into Executive Session at 7:36 p.m. and seconded by Hofman. It passed with a vote of all ayes. Trustees Stejkowski and Smead were absent.

Stringer moved that the Board return to regular session at 7:59 p.m. Contreras seconded the motion and it passed with a vote of all ayes. Trustees Stejkowski and Smead were absent.

Blankestyn made a motion to ratify the Separation, Waiver, and Release Agreement. Hendrick seconded the motion and it passed with all ayes. Trustees Stejkowski and Smead were absent.

Approve Recommendations from Finance Committee: Finance Committee Chairman Stringer presented the 2018-2019 Wage Scale. McCully explained how the scale is determined. Stringer made a motion to accept the 2018-2019 Wage Scale and Contreras seconded the motion. Blankestyn, Contreras, Hendrick, Hofman, and Stringer voted yes. Trustees Stejkowski and Smead were absent.

Adopt Tentative Amended Budget & Appropriation Ordinance: Blankestyn made a motion to adopt the Amended Budget & Appropriation Ordinance as presented and Stringer seconded the motion. Blankestyn, Contreras, Hendrick, Hofman, and Stringer voted yes. Trustees Stejkowski and Smead were absent.

Set date for public hearing: McCully has set the date of the public hearing as August 20, 2018, at 7:00 p.m. before the regular scheduled meeting of the Library Board.

**Public comment:** None.

**Adjournment:** Hofman made a motion to adjourn the meeting at 8:08 p.m. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustees Stejkowski and Smead were absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary