

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF  
REGULAR BOARD MEETING PROCEEDINGS  
September 16, 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 September 16, 2019.

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

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

**Presentation of Audit by Zabel & Associates:** Joe Martin from Brian Zabel and Associates P. C. reviewed the Annual Audit for the year ended June 30, 2019. Martin highlighted several pages of the report. The audit showed a clean report and that the Library's financial condition is excellent. Martin commended the Library's financial and bookkeeping records.

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

**Secretary's Report:** The Board reviewed the minutes from the Policy Committee Meeting, the 2019-2020 Budget and Appropriation Public Hearing, and the regular Board Meeting all held August 19, 2019. Smead made a motion to accept all the minutes as presented. Hofman seconded the motion and it passed with a vote of all ayes. Trustees Stringer and Contreras were absent.

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

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

**Director's Report:**

Deadlines: October 22-24, Illinois Library Association Conference (Tinley Park). November 18, Last day to adopt and publish resolution to levy additional .02 percent tax.

Free Little Library: McCully has met with the Village and a Free Little Library is going to be installed on the south side of the Bourbonnais Municipal Center.

Course work: McCully is in the 4<sup>th</sup> week of her online course work at the University of Alabama. She reported that the courses are going very well, and it has been a very positive experience.

Building & Grounds: The carpeting was cleaned by Brite Swipe Carpet Cleaners on Sunday, September 8, 2019. New carpeting has been ordered for the Storytime Room and new tile has been ordered from FCA Flooring Specialists for the Staff Restroom. The flooring in the Staff Break Room and Youth Services Craft Room will be resurfaced on September 21-22.

The women's restroom door operator was repaired by Commercial Glazing on September 12.

Marketing: There are currently 1,125 people on the library email list (18 new). The Library has 1,715 likes on Facebook (18 new), and 411 followers on Instagram (14 new).

bookBonnais: A new display has been created for the bookBonnais merchandise and is located next to the New Fiction/Nonfiction shelves. New bookBonnais merchandise has been ordered.

Lifestyles of Kankakee County: McCully was featured in an article of the September/October 2019 edition of the Daily Journal's publication, *Lifestyles of Kankakee County*. The fall edition focused on non-profit organizations and volunteers in the community.

Community Engagement: Circulation Services Supervisor, Samantha Wilhoyt, and Adult Services Supervisor, Cassidy Steinke, participated in new student tours for over eight hundred students at Olivet Nazarene University's Benner Library. Eighty

new library cards were created through mobile library card registration during the tours.

Scarecrow Festival: Once again the Library will participate in the Bourbonnais Township Park District's Scarecrow Festival. The Library will be using Mo Willem's book, *Don't Let the Pigeon Drive the Bus*, for their display which features an eight foot plywood bus constructed by Mike McCully.

Continuing Education: The Library will hold the annual ALICE shooter training on Monday, September 23. The Library will open at 10 a.m. on this date. BESD53 Resource Officer and ALICE Instructor, Officer Travis Garcia, will lead the training. All employees will be required to complete the online ALICE training module after the in-person training.

Illinois Library Association Conference: The ILA annual conference will be held October 22-24 in Tinley Park, IL. McCully will be attending the conference with four members of the supervisory team.

Banned Books Week: During September the Library is featuring a Banned Books display. Banned Books Week is an initiative started by the American Library Association that celebrates our freedom to read.

### **Committee Reports:**

**Personnel:** None

**Finance:** None

**Policy:** None

**Building and Grounds:** None.

**Long Range Planning:** None.

### **Unfinished Business:**

Approve edits to Serving Our Public Policy 03-08 *Use of Library Meeting Rooms*: McCully led a discussion reviewing Policy 03-08 Use of Library Meeting Rooms. Blankestyn made a motion to accept the additions recommended by the Policy Committee. Smead seconded the motion and it passed with all ayes. Trustees Stringer and Contreras were absent.

**New Business:**

Discuss and approve health insurance renewal: McCully reviewed the current health insurance policy and renewal information. There is no increase in the insurance premium for 2019-20. Stejkowski made a motion to renew the health insurance. Blankestyn seconded the motion and it passed with all ayes. Trustees Stringer and Contreras were absent.

Review and discuss Chapter 12- *Advocacy* of Trustee Facts File, Third Edition: McCully led a discussion of this chapter highlighting the section on Trustees and Advocacy.

**Public comment:** None.

**Adjournment:** Hofman made a motion to adjourn the meeting at 8:04 p.m. Smead seconded the motion and it passed with a vote of all ayes. Trustees Stringer and Contreras were absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary