

As the Bourbonnais Public Library navigates through this difficult time, with an abundance of caution, and in the interest of public health, members of the public can listen to the proceedings of this meeting using ZOOM or attend the meeting in person. A recording of this meeting is available upon request.

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
September 21, 2020**

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 21, 2020.

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

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

**President's Report:** Stejkowski noted there was a quorum present. He feels things are going well at the Library and is pleased with the quality and variety of the online programming. Stejkowski also commended the library staff on their creativity.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting and the 2020-2021 Budget and Appropriations Ordinance Hearing both held August 17, 2020. Hofman made a motion to accept all the minutes as presented. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

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

**Financial Report:** Stringer reviewed the transactions and asked for any questions. McCully reported that the Library has received Per Capita funding in the amount of \$30,302.50. The Library has also received the third distribution from the Kankakee County Treasurer in the amount of \$382,096.53. Total distributions from the County this fiscal year amount to \$914,439.80. This figure represents 97.6% of the anticipated disbursement from the County. McCully also reported the auditor was

at the Library on September 9 and will have a report within the upcoming months. Stringer made a motion to pay the monthly bills as presented. Blankestyn seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. The balance sheet will be submitted to the auditor.

### **Director's Report:**

**Deadlines:** September 22, Election packets may be distributed, and circulation of nominating petitions begins. November 3, General Election. December 1, Last day to adopt Levy Ordinance for FY2021-2022. December 14-21, Filing dates for Consolidated Election packets. April 6, 2021, Consolidated Election.

**Marketing:** There are currently 1,363 people on the library email list. The Library has 2,202 followers on Facebook and 665 followers on Instagram (a bar graph was included showing marketing stats).

**BPL YouTube Channel:** Patrons may subscribe to the library's YouTube channel to stay up to date with recordings of library storytimes and programs. Each Friday a new BookBlurb video will be posted that will highlight titles from different areas of the library's collection.

McCully reported the Library has received a letter from the Bourbonnais Village requesting address numbers be placed above the entrance to the Library. These are needed for emergency personnel, etc. McCully has contacted Friendly Signs to take care of this.

**Building and Grounds:** McCully met with Library Custodian, Bill Johnson, on Wednesday, September 16, to discuss the FY20-21 Building & Grounds Maintenance To-Do-List. An attached list gives further details on projects that have been completed, are scheduled for completion, or are on the list for future evaluation.

Bill has contacted Allers Aluminum Products, Inc. to get an estimate on gutter and siding repair on the exterior of the building. There are certain areas where water leakage has caused damage to the siding. Gutter repairs and replacement in these areas will fix the issues and prevent ice dams from forming during the winter

months. When Allers Aluminum inspected the library's roof during the estimating process, they reported that, "It is in good shape for being fifteen years old!"

**Adult Services:** The library's Adult Services Department has gotten creative with program offerings. Regular book club attendees were thrilled to have the opportunity to meet in person on Tuesday, September 15, when a socially distanced book discussion was offered outside in the garden. Cassidy Steinke, Adult Services Supervisor, plans on facilitating another outdoor book discussion in October. She has scheduled back- up dates in the event of inclement weather.

**Youth Services:** A kickoff event was held Saturday, September 12, at the Perry Farm Trail to launch the library's storywalk collaboration with the Bourbonnais Township Park District. A little rainy weather did not stop participants from enjoying the event. The Tiny T. Rex and the Impossible Hug storywalk will be available throughout the fall.

Library patrons are invited to stop by and visit the fall-themed fairy garden in the Youth Services Storytime Room. It is viewable through the Storytime Room windows.

A chart of Youth Services collection circulation statistics comparing July and August was included in the report.

**Circulation Services:** Due to the results of the REALM Project Phase 4 testing and update, the Library has extended the materials quarantine from four days to seven after it was discovered that the COVID virus could potentially live on stacked plastic cases such as DVDs, audiobooks, and music CDs. McCully included a link so Board members could read additional information about the REALM Project.

**Technical Services:** 388 new items were added to the collection. 214 items were weeded from the collections.

Tech Services Supervisor, Kris Weybright, continues to clean up spine labels and shift in nonfiction. This month she focused on Dewey areas 910-948.

**Committee Reports:**

**Personnel:** None.

**Finance:** None.

**Policy:** None.

**Building and Grounds:** None.

**Long Range Planning:** None.

### **Unfinished Business:**

Discuss and approve FY20-21 Wage Scale: This item was tabled until Executive Session.

### **New Business:**

Discuss and approve health insurance renewal: McCully reviewed the current health insurance policy and led a discussion of comparison charts and premium information. McCully noted that there would be a 19% increase with the current health insurance premium for coverage November 1, 2020 – November 1, 2021. The Library has reduced the number of full-time employees; six employees will receive benefits beginning this policy cycle. The Library will save money by changing dental, life insurance, short term disability, and vision coverage to Principal Insurance. Stringer made a motion to continue with the current health insurance provider and update coverage for dental, life insurance, short term disability, and vision insurance to Principal Insurance. Smead seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Discuss FY2019-20 Annual Report statistics: McCully reviewed the annual report for the Board. Even with the COVID-19 closure, visits to the Library were only down 7% from last year with 72,897 visits. McCully highlighted that there were 10,247 attendees at 534 different programs. The full FY2019-20 Annual Report is available on the library's social media sites.

### **Executive Session:**

Discuss Director's Evaluation: Director McCully left the meeting. Blankestyn made a motion to move into Executive Session to discuss the director's evaluation at 7:32

p.m. Hofman seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Hofman moved that the Board return to regular session at 7:40 p.m. Stringer seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. Director McCully returned.

Smead made a motion to approve the FY20-21 Wage Scale. Blankestyn seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Smead made a motion to approve the Personnel Committee's recommendation on the director's evaluation. Stejkowski seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

**Public Comment:** None.

**Adjournment:** Blankestyn made a motion to adjourn the meeting at 7:43 p.m. Hendrick seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary