

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
DECEMBER 18, 2017**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on December 18, 2017.

Trustees present: Dave Stejkowski, Mary Kay Blankestyn, Laura Contreras, Deborah Hendrick, Judith Smead and Ellen Stringer.

Also present: Library Director Kelly McCully and member of the public Laurie Hofman.

President's Report: Stejkowski commented on the great holiday party. He then requested moving up the Unfinished Business from later in the agenda and to swear in new Trustee Laurie Hofman. Trustee Hofman was sworn in and welcomed to the Board.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held November 20, 2017, the minutes of the Executive Session held the same night, the minutes of the Policy Committee held December 5, 2017 and the minutes of the Special Board Meeting held December 11, 2017. Hendrick made a motion to accept all of the minutes as corrected. Smead seconded the motion and it passed with a vote of all ayes.

Financial Report: Stringer reviewed the transactions and asked for any questions. Stejkowski made a motion to pay the bills as presented. Blankestyn seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead and Stringer voted yes. Stringer reported the balance sheet is tracking well and she will submit it to the auditor.

Director's Report:

New sign: McCully reported that work on the digital sign began on December 14 with the installation of the sign post. The next step will be electrical work and then the installation of the digital sign which is currently on order.

Marketing: An article promoting Library events in December ran on November 21 in The Country Market. There were six email blasts in November. There are 609 people on the Library's email list and the Library has 871 likes on Facebook.

Tax Disbursement: The final tax disbursement in the amount of \$10,462.91 was received on December 15, 2017.

Food for Fines: The Food for Fines Initiative ran from December 4-8. The Library collected over 100 items for The Salvation Army.

Random Acts of Kindness: On Wednesday, December 6, seventh and eighth graders from Bourbonnais Upper Grade Center volunteered at the Library for Random Acts of Kindness Day. Students cleaned bookshelves, shifted books and helped create holiday bulletin boards for the Teen Area.

Gingerbread Jamboree: The Library held a Gingerbread Jamboree, a festive gingerbread workshop for children, on December 9. Children enjoyed gingerbread treats and made gingerbread crafts.

Holiday Closures: The Library will be closed on Friday, December 22 and Monday, December 25 in observance of the Christmas Eve and Christmas holidays. The Library will then be closed on Friday, December, 29 and Monday, January 1 in observance of the New Year's Eve and New Year's Day holidays.

Committee Reports:

Personnel: None.

Finance: Finance Committee needs to meet about a notice from HomeStar Bank about the mortgage.

Policy Committee: Policy Committee minutes will be discussed under New Business.

Building and Grounds: None.

Long Range Planning: Long Range Planning will meet at 1 p.m. Monday, January 8, 2018 to discuss the Focus Group Summary.

Unfinished Business: None.

New Business:

Review minutes of closed sessions: After review and discussion, Smead made a motion to keep closed the minutes for the closed session meetings for the last six months. Hofman seconded the motion and it passed with a vote of all ayes.

Adopt Personnel Policy 02-11 Social Media Use Policy: McCully reported that Kelly Hayden of the Management Association drafted this policy. After Board discussion, Hendrick made a motion to adopt Policy 02-11. Stringer seconded the motion and it passed with a vote of all ayes.

Revise Personnel Policy 02-08 Drug-Free Workplace Policy: After a review of the minutes from the Policy Committee meeting, Contreras made a motion to adopt the revised Policy 02-08. Stejkowski seconded the motion and it passed with a vote of all ayes.

Adopt Serving Our Public Policy 03-24 Tobacco, Drug and Alcohol Free Library Policy: McCully reported that this new policy was a result of splitting this policy from the policy affecting the Library staff. Contreras made a motion to adopt Policy 03-24 Tobacco, Drug and Alcohol Free Library Policy. Stejkowski seconded the motion and it passed with a vote of all ayes.

Approve Ordinance to Adopt Updated Sexual Harassment Policy: McCully reported that passing an Updated Sexual Harassment Policy was a new State requirement. The Ordinance was written by Erin Walsh of Klein, Thorpe and Jenkins. The language of the policy needed updating. Stringer made a motion to

approve Ordinance #17-07 ORDINANCE APPROVING AND ADOPTING AN UPDATED POLICY PROHIBITING SEXUAL HARASSMENT TO CONFORM TO ILLINOIS PUBLIC ACT 100-0554. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead and Stringer voted yes.

Public comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:27 p.m. Hendrick seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn
Board Secretary