

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
December 19, 2016**

Vice President Sandra Beaupre called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on December 19, 2016.

Trustees present: Sandra Beaupre, Mary Kay Blankestyn, Deborah Hendrick, and Judith Smead. David Stejkowski, Natalie Netherton, and Ellen Stringer were absent.

Also present: Library Director Kelly McCully and Simona Ciarlo, member of the public.

Executive Session: Hendrick made a motion to move into Executive Session at 7:02 p.m. to discuss personnel matters. Smead seconded the motion and it passed with a vote of all ayes. Stejkowski, Netherton and Stringer were absent.

The regular Board meeting resumed at 7:15 p.m.

President's Report: Beaupre commented that she enjoyed the holiday party on December 11.

Secretary's Report: The Board reviewed the minutes from the regular Board meeting held on November 21 and the minutes from the Personnel Committee meeting held December 6. Hendrick made a motion to approve the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes. Stejkowski, Netherton and Stringer were absent.

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

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

Director's Report:

Deadlines: December 27 is the last day to file Audit Report (the auditor already sent this) and Annual Financial Report (McCully will take this) with Comptroller and County Clerk; the last day to file certificate of compliance with Truth in Taxation Act; and the last day to file a certified copy of levy ordinance which incorporates budget and appropriation ordinance with County Clerk. These have already been filed. December 31 is the last day for the second half year review of the minutes of all closed sessions.

Tax Disbursement: The final tax disbursement for \$21,865.32 was received on

November 28.

HVAC Updates: Anderson Mechanical has replaced the fan box motor in the Cardinal Room and has installed the new furnace and air conditioner at the east end of the building.

Marketing: An article presenting December events at the Library ran in The Country Market on December 6. The Library sent out six email blasts in November. There are currently 591 people on the Library's email list and the library has 579 likes on Facebook. The Library also held a drawing to win a bag of goodies through social media. Winners had to like the Library's Facebook page and add a comment to the post talking about their favorite book of all time. Marlena Tharnish was the winner of this drawing. The Library will hold additional drawings in the future using social media to boost likes on Facebook and interact with current followers. Candy Cane, the Library's Elf on a Shelf will be found throughout the library in December. Hints to his location are posted on Facebook and on the Christmas tree in the lobby daily. Those who find him get a candy cane.

Committee Reports:

Personnel: Personnel met December 6 to discuss Legal Counsel.

Finance: None.

Building and Grounds: None.

Policy Committee: None.

Long Range Planning: None.

Unfinished Business:

Legal Counsel: Smead asked McCully about her research on various options for Legal Counsel. McCully reported she has spoken to various libraries and attorneys and would like to table this item until January.

New Business:

Review Minutes of Closed Sessions: There were two Closed Sessions in the last six months. Upon review, both need to remain closed.

Public Comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:29 p.m. Hendrick seconded the motion and it passed with a vote of all ayes. Stejkowski, Netherton and Stringer were absent.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary