

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
July 18, 2016**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on July 18, 2016.

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

Also present: Library Director Kelly McCully, Library legal counsel Claire Chaplinski and Deborah Hendrick, member of the public.

Unfinished Business – Trustee vacancy: Stejkowski requested that the board start with the Unfinished Business of the trustee vacancy. Board members heard from Hendrick about her qualifications to fill the vacancy. She taught school for 34 years in Momence. She serves as an election judge and in other civic and church positions. She is a member of the Friends of the Library and does their publicity. She is excited about the direction in which the library is going and with her involvement in the community. Blankestyn made a motion to appoint Hendrick to fill the board vacancy. Stringer seconded the motion and it passed with a vote of all ayes.

President's Report: Stejkowski welcomed Hendrick to the board.

Secretary's Report: None. The board reviewed the minutes from the regular board meeting held on June 20, 2016. Stejkowski made a motion to approve the minutes as corrected. Netherton seconded the motion and it passed with a vote of all ayes. Smead was absent.

Correspondence and Communications, and Public Comment (action items only): A thank you note was received from Jack Beaupre.

Financial Report: Treasurer Stringer reviewed the transactions and asked for any questions. McCully reported that the final budget sheet was .4% over budget, about \$3,000. This was because of the overlap of the Associated Director's and Director's salaries. There were a couple of items on the Transaction Details with no amounts. McCully explained that this was probably a Quickbooks glitch and she would investigate and correct the problem. Beaupre made a motion to pay the bills, subject to corrections. Hendrick seconded the motion and Beaupre, Blankestyn, Hendrick, Netherton, Stejkowski and Stringer voted yes. Smead was absent. The balance sheet will be presented to the auditor.

Director's Report:

August 28: Last day to make the tentative budget and appropriation ordinance available for public inspection and publish notice for hearing thereon.

August 30: Last day to file.

Sept. 1: Annual Report due to State Library.

Sept. 22: Deadline for Public Hearing and adoption of Budget and Appropriation

Ordinance.

Marketing: An article promoting library events in July ran July 5 in The Country Market. The library sent out four email blasts in June. There are currently 550 people on the library's email list and the library has 506 likes on Facebook which is an increase of 20 likes just in June.

Tax Disbursement: The library district received the first tax disbursement for the new fiscal year on July 11 in the amount of \$457,366.32.

Annual Audit: The auditors from Zabel and Associates were at the library on July 12. The auditor's presentation is tentatively set for the September Board meeting.

Book Sale: The Friends of the Bourbonnais Library will hold their annual Book Sale Thursday-Saturday, July 21-23.

Committee Reports:

Personnel: None.

Finance: Finance Committee met July 18 before the regular board meeting.

Building and Grounds: None.

Policy Committee: Policy Committee needs to meet. McCully will send out possible dates for a meeting.

Long Range Planning: None.

Unfinished Business: None.

New Business:

Adopt Tentative Budget and Appropriation Ordinance: Stringer introduced the Tentative Budget and Appropriation Ordinance. The Finance Committee met immediately before the regular board meeting and recommended adoption of the ordinance. Beaupre made a motion to adopt Ordinance #16-03, A Resolution providing for a Tentative Budget and Appropriation of the Bourbonnais Public Library District, Kankakee County, Illinois, for the 2017-2018 Fiscal Year. Stejkowski seconded the motion and Stejkowski, Beaupre, Blankestyn, Netherton and Stringer voted yes. Hendrick abstained. Smead was absent.

Set date for public hearing on Budget and Appropriation Ordinance: This meeting will be held at 7 p.m. Sept. 19 followed by the regular board meeting.

Review proposals for re-carpeting and painting of conference rooms: McCully reviewed the bids received for carpeting and painting. Stringer made a motion to accept the bid of Tile by Lonnie pending McCully getting a more itemized bid and the bid from Precise Painting not to exceed \$1,700. Netherton seconded the motion and it passed with a vote of all ayes. Smead was absent.

Public Comment: None.

Adjournment: Beaupre made a motion to adjourn the meeting at 7:58 p.m. Stejkowski seconded the motion and it passed with a vote of all ayes. Smead was absent.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary