

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

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:01 p.m. on September 19, 2016 at the library.

Trustees present: Sandra Beaupre, Judy Smead, David Stejkowski, Debbie Hendrick, and Ellen Stringer. Trustees Mary Kay Blankestyn and Natalie Netherton were absent. In light of the absence of the Board Secretary, Stejkowski appointed Trustee Stringer as the acting Secretary.

Also present: Library Director Kelly McCully, Library Attorney Claire Chaplinski, and Joe Martin from Zabel and Associates.

President's Report: Stejkowski announced that he had spoken with Dan Hollowell, Superintendent of the Bourbonnais Elementary School District regarding the property to the west of the library. They intend to build a community garden for use in their curriculum, and would like to work cooperatively with the Library District on this project.

Secretary's Report: No report. A typographical error was noted on page three of the August minutes by Beaupre. A motion was made by Trustee Beaupre and seconded by Trustee Hendrick to accept the August 2016 minutes, and followed with a vote of all ayes. Blankestyn and Netherton were absent.

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

Auditor's Report: A copy of the audit report completed by Zabel and Associates was distributed to the Board, and the results presented by Joe Martin from the firm. Mr. Martin noted the audit was an unqualified and clean audit, with accounting in good order. Additionally, he noted the staff were very helpful throughout the process.

Financial report: Stringer moved that the bills be paid, and Beaupre seconded the motion. On a roll call vote, Stejkowski, Beaupre, Hendrick, Smead, and Stringer voted aye. Blankestyn and Netherton were absent. Stringer reviewed the balance sheet and will submit the balance sheet to the auditor.

Director's Report: McCully reported that the second tax disbursement had been received by the District. Trustees who are running in the April 2017 election can obtain election packets beginning September 20, 2016. Library statistics and marketing projects were presented. An all day library staff inservice was held on September 16, 2016 on active shooter and other safety procedures. Painting and carpet installation in the conference rooms has been completed, and a flag holder placed in the White Oak Room. A Little Free Library will be installed by the library at the Exploration Station in cooperation with the Bourbonnais Township Park District.

Committee Reports: No committees met since last meeting.

Policy Committee will meet in the near future to discuss the sick, vacation, and retirement policies.

Long Range Planning Committee will meet Monday, October 17, 2016, at 6:30 p.m.

Unfinished Business: None

New Business: Trustee Smead made a motion to accept the audit report as submitted, and was seconded by Trustee Beaupre, and further affirmed by a vote of all ayes, with Blankestyn and Netherton absent.

Trustee Hendrick made a motion to pass the 2017-2018 Budget and Appropriation Ordinance, which was seconded by Beaupre. On a roll call vote, Stejkowski, Beaupre, Hendrick, Smead, and Stringer all voted aye, with Blankestyn and Netherton absent.

Discussion of the annual report was tabled until next meeting.

New health insurance premiums were received and reviewed by the board with no action taken.

Executive Session: At 7:45 p.m, Stringer made a motion to convene an executive session, seconded by Beaupre, with a vote of all ayes to discuss compensation of specific employees and a security matter. Blankestyn and Netherton were absent.

Public Comment: None.

Adjournment: Smead made a motion to adjourn the proceedings at 8:14 p.m, and Hendrick seconded the motion and it was passed with a vote of all ayes. Blankestyn and Netherton were absent.

Respectfully submitted,

Ellen Stringer, Treasurer and Acting Secretary