

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
October 17, 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 October 17, 2016.

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

**Also present:** Library Director Kelly McCully and Library legal counsel Claire Chaplinski.

**President's Report:** None.

**Secretary's Report:** Blankestyn thanked Trustee Stringer for taking the minutes in September. The board reviewed the minutes from the regular board meeting held on September 19 and the Policy Committee meeting held on October 13. Smead made a motion to approve the regular board meeting minutes and Policy Committee minutes as corrected. Netherton seconded the motion and it passed with a vote of all ayes.

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

**Financial Report:** Treasurer Stringer reviewed the transactions and asked for any questions. Hendrick made a motion to pay the bills. Beaupre seconded the motion and Beaupre, Blankestyn, Hendrick, Netherton, Smead, Stejkowski and Stringer voted yes. The balance sheet was a little below where it should be. The balance sheet will be submitted to the auditor.

**Director's Report:**

**Deadlines:** December 12-December 19 is the filing period for Library Board of Trustee candidates seeking election in the April 4, 2017 Consolidated Election.

**Marketing:** An article promoting library events in October ran September 20 in The Country Market. The library sent out nine email blasts in September. There are currently 549 people on the library's email list and the library has 560 likes on Facebook.

**ILA:** McCully will attend the Illinois Library Association Conference in Rosemont October 18-20. This will be a great opportunity to attend workshops, network and discover new technologies and services that could benefit the Library. She is especially looking for a program for fine collection.

**Community Projects:** Thirty-eight new library cards were issued and 22 existing cardholders were entered in the September National Library Card Sign-up book give-away promotion. Library staff delivered more than 130 books to classrooms in grades K-4 at the local Bourbonnais Elementary schools. The BPL scarecrow,

Franny K. Stein is on display at the Perry Farm Park in spot #51. The Little Free Library is here and ready for installation. The official launch will be coming soon at the Bourbonnais Township Park District.

**Committee Reports:**

**Personnel:** None.

**Finance:** None.

**Building and Grounds:** None.

**Policy Committee:** Policy Committee met October 13. This will be discussed under Unfinished Business.

**Long Range Planning:** None.

**Unfinished Business:**

**Review Vacation Policies:** McCully explained the new vacation policies to the Board. The new accrual schedule based on current amount of vacation will go into effect January 1, 2017 if passed by the Board. There will also be a use it or lose it policy for vacation hours and a plan for those who have accrued many hours to use them up. The Board discussed the policies. Beaupre made a motion to approve the new vacation policies as recommended by the Policy Committee. Stringer seconded the motion and it passed with a vote of all ayes.

**New Business:**

**Review Request for Reunification Site Agreement from BESD #53:** McCully explained that this agreement would allow the school district to bring students to the Library, either inside or outside, for shelter and reunification with their parents or guardians in case of disaster or other emergency. Officer Garcia made the request for this agreement. The Board discussed the agreement. Stejkowski made a motion to approve the Request for Reunification Site Agreement. Smead seconded the motion and it passed with a vote of all ayes.

**Holiday Party:** McCully asked for ideas for the holiday party. Rigo's was mentioned after the nice party in 2015. Board consensus was for Kelly to book it for either Sunday, Dec. 4 or Dec. 11, depending on availability.

**Review Annual Report:** The Board reviewed the Annual Report. McCully predicted next year's report will be even better.

**Review annual retainer for legal counsel:** The request for retainer for legal counsel Claire Chaplinski is the same as last year's. Chaplinski left the meeting room so the Board could discuss the request. At 7:40 p.m. Beaupre made a motion to open an Executive Session. Smead seconded the motion and it passed with a vote of all ayes.

The board moved back out of Executive Session at 7:55 p.m. Stejkowski made a motion to table the proposal for retainer until legal counsel Chaplinski returns from maternity leave so that the Director and the Board can meet

with Chaplinski and approve the contract thereafter. Blankestyn seconded the motion and it passed with a vote of all ayes. Chaplinski re-entered the meeting room and agreed with this plan.

**Public Comment:** None.

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

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary