

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
OCTOBER 16, 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 October 16, 2017.

Trustees present: Dave Stejkowski, Sandra Beaupre, Mary Kay Blankestyn, Deborah Hendrick, Judith Smead and Ellen Stringer. Trustee Laura Contreras was absent.

Also present: Library Director Kelly McCully.

President's Report: Stejkowski said there was a quorum present and Trustee Contreras' absence was excused. He also commented on the great book sale September 28-30. He would like to discuss policy for all book sales at a later date.

Secretary's Report: The Board reviewed the minutes from the Public Hearing on the 2018-2019 Budget and Appropriations Ordinance on September 18 and the minutes from the regular Board Meeting held the same night. Stejkowski made a motion to accept the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

Financial Report: Stringer reviewed the transactions and asked for any questions. Hendrick made a motion to pay the bills as presented. Beaupre seconded the motion. Stejkowski, Beaupre, Blankestyn, Hendrick, Smead and Stringer voted yes. Trustee Contreras was absent. Stringer reported the balance sheet is still running a little under budget. She will submit it to the auditor.

Presentation of audit: Joe Martin from Brian Zabel and Associates P.C. reviewed the Annual Financial Report for the year ended June 30, 2017. The audit showed the Library has excellent financial and bookkeeping records. The Library's financial condition is also excellent. Stejkowski asked how the records could be improved. Martin said to keep internal controls in place and track where the money goes.

Martin reported that the only report still due is the Comptroller's Report due December 31.

Director's Report:

Marketing: An article promoting Library events in October ran on October 3 in The Country Market. There were 10 email blasts in September. There are 676 people on the Library's email list and the Library has 839 likes on Facebook.

ILA Conference: McCully reported that 15 staff members attended the Illinois Library Association Annual Conference at the Tinley Park Convention Center on October 11, 2017. This was a great opportunity for BPL staff to attend workshops, network, and discover new technologies that could benefit the Library and its patrons.

Book Sale: The Library made \$1,151.50 from the book sale held September 28-30. Programming Assistant Rory Parilac led this project from start to finish. The proceeds from this sale will go towards the new digital sign

FOL Donation: Friends of the Library have donated \$1,500 towards the new sign.

Strategic Plan: McCully reported that invitations to the Strategic Plan focus groups have gone out to 75 people for meetings on October 28 and November 1, 2 and 8.

Committee Reports:

Personnel: None.

Finance: None.

Policy Committee: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Review/revise Trustee and Legal Requirements Policy #1-12 Indemnification and Insurance: Policy was reviewed by Dave Walsh from Klein, Thorpe and Jenkins.

Stejkowski discussed the policy with the Board. Stringer made a motion to adopt Policy 1-12 as revised. Beaupre seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

Sign Project: McCully reported that the Village denied the permit for the digital sign which would be located in a Village easement. Board consensus was for McCully to go back to the Village and see what could be done and report back later.

New Business:

Holiday Party: The Board agreed to holding the Holiday Party at Rigo's. Prices were good and service was excellent last year. The Party will be held either Sunday, Dec. 3 or 10, depending on availability.

Review/Revise business credit card limit: McCully reported that she has a problem with the current limit when paying the fees for the ILA Conference. After some discussion, Stringer made a motion to increase the credit card limit to \$5,000. Hendrick seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

Review annual report: McCully reviewed the annual report for the Board. The report showed that a lot of new cards have been issued. Retention still needs some work. Circulation is down but that is due to e-books. Library patrons now have access to four e-platforms.

BESD #53 Imagination Library partnership: BESD contacted McCully about entering into a partnership for the Imagination Library. Children in the school district from birth through Kindergarten will receive a library of books with added books every year in this program launched by Dolly Parton. BESD is asking \$500-\$1,000 for partnership in the program. Blankestyn made a motion to give McCully authorization to enter into an agreement or understanding with BESD #53 and spend up to \$1,000 in library funds for Imagination Library. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

Bookkeeping services: McCully reported that Penny Denoyer has retired. Since then, CPA Milene Joines has been doing the books. McCully is very pleased with Joines' work and she does more than Denoyer was able to do. Smead made a motion to approve hiring Milene Joines for bookkeeping. Stringer seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

Public comment: None.

Adjournment: Hendrick made a motion to adjourn the meeting at 8:09 p.m. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

Respectfully submitted,

Mary Kay Blankestyn
Board Secretary