

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
November 20, 2017**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:02 p.m. on November 20, 2017.

Trustees present: Dave Stejkowski, Mary Kay Blankestyn, Laura Contreras, Deborah Hendrick, Judith Smead and Ellen Stringer.

Also present: Library Director Kelly McCully.

President's Report: Stejkowski noted the resignation of Trustee Sandra Beaupre and that a new Trustee would need to be appointed.

Secretary's Report: The Board reviewed the minutes from the regular Board meeting held on October 16. Smead made a motion to approve all the minutes as presented. Hendrick seconded the motion and it passed with a vote of all ayes.

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

Financial Report: Stringer reviewed the transactions. Stringer asked for any questions and then made a motion to pay the bills as presented. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Smead and Stringer voted yes. The balance sheet is running well and will be submitted to the auditor.

Director's Report:

Deadlines: December 5, Last day to adopt a Levy Ordinance which incorporates Budget and Appropriation Ordinance. December 26, Last day to file certificate of compliance with Truth in Taxation Act. December 26, Last day to file a certified copy of levy ordinance which incorporates budget and appropriation ordinance with County Clerk. December 31, Last day for the second half year review of the minutes of all closed sessions.

Marketing: An article promoting coming Library events in November ran in the October 24th Country Market. There were 12 email blasts in October. There are currently 704 people on the Library's email list and the Library has 858 likes on Facebook.

Holiday Party: The Staff Holiday Party will be held Sunday, Dec. 3 at 5:30 p.m. with dinner at 6 p.m. at Rigo's Place, 164 N. Schuyler Ave., Kankakee. McCully took a count of which trustees would be attending.

Gallery of Trees: The Library will participate in the Gallery of Trees at the Kankakee County Museum. The theme this year is "Through the Eyes of a Child." The

Gallery of Trees will be open to the public Dec. 1-30. Preschoolers attending Storytime made and decorated gingerbread men to decorate the Library's tree.

Strategic Plan: Four strategic planning sessions led by Strategic Planning Consultant Kathy Berggren were held October 28 and November 1, 2 and 8. Thirty-eight patrons, staff members, trustees, educators, and community leaders participated in the sessions. In the next step of the planning process, Berggren will summarize the discussion notes and appreciative inquiry results to help the Staff Strategic Planning Committee to draft the goals of the Plan. Once the goals are drafted, they will be shared and discussed with the Long Range Planning Commirree

Director McCully reviewed other library events, including the new fence at the east end of the building and seasonal maintenance of the furnaces and boilers. The Library will be closed Nov. 23 and 24 for the Thanksgiving holiday.

Committee Reports:

Personnel: None.

Finance: None.

Building and Grounds: None.

Policy Committee: Set meeting date to review Policy 02-08 Drug and Alcohol Free Library Policy and discuss potential Social Media and Book Sale policies. The Committee will meet Tuesday, Dec. 5 at 1 p.m.

Long Range Planning: Set meeting date at the December 18 Board meeting.

Unfinished Business: Sign Project: McCully reported meeting with the Mayor, the Village Administrator and the Executive Administrative Assistant. The new sign will not be permitted at the east end of the Library property. She met with Friendly Signs and decided to put the sign on the grassy area (Library property) across from the book drop. The village will okay this site. New bid for the sign, which will have to be higher than the original plan, is \$24,800. Stejkowski made a motion to amend the previous sign budget to not more than \$25,000 provided the Board amends Policy 01-03 Authority to Spend regarding the district's maximum spending authority. Smead seconded the motion and it passed with a vote of all ayes.

New Business: Approve Levy Ordinance 17-06: This year's levy requests 4.8%. Stringer made a motion to approve Levy Ordinance 17-06 and Hendrick seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Smead and Stringer voted yes.

Staff Service Awards: The budget for the Staff Service Awards is \$3,175 for 25 employees. McCully left the meeting room. The Board discussed KM's Service Award. Stringer noted that this award has been \$500 for several years. Board consensus was to raise the amount to \$750 this year and possibly up to \$1,000

in 2018. McCully returned to the meeting room. Stejkowski made a motion to increase McCully's Staff Service Award to \$750. Blankestyn seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Smead and Stringer voted yes.

Approve Authority to Spend Policy 01-03 Revision: The Board discussed the revision which is being made to match new state law. Stringer made a motion to approve the revision to Authority to Spend Policy 01-03. Contreras seconded the motion and it passed with a vote of all ayes.

Trustee Vacancy: McCully reported on Trustee Sandra Beaupre's resignation which leaves a vacancy on the Board. Beaupre's term expires in 2021. The Board can appoint a new Trustee. The new Trustee would have to run the April, 2019 election for the last two years of the term and again in April 2021 for a six-year term. McCully suggested emailing those who attended the strategic planning meetings to look for interest in the position.

A motion was made by Hendrick to move into Executive Session to discuss a personnel issue at 7:42 p.m. Smead seconded the motion and it passed with a vote of all ayes.

The Regular Board Meeting moved back into session at 7:50 p.m.

Public Comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:57 p.m. Hendrick seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary