

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
November 21, 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 November 21, 2016.

Trustees present: Sandra Beaupre, Mary Kay Blankestyn, Natalie Netherton, Judith Smead, David Stejkowski and Ellen Stringer. Deborah Hendrick was absent. **Also present:** Library Director Kelly McCully and Tim Anderson of Anderson Mechanical.

President's Report: Stejkowski noted there was a quorum present and that he will be out of town December 7-21. He then introduced Anderson who reported on the bids for new heating and cooling equipment.

Presentation: Anderson reported on the two bids presented by Anderson Mechanical for needed furnace repairs and replacement. The first bid was for a fan power box motor and amounted to \$877.30. The second was to replace AHU/Duct Furnace Equipment and came to \$15,475.00. This bid would include an 85,000 BTU high efficiency 95% AFUE furnace, decommissioning the bad duct furnace being replaced and a four-ton 13 SEER high efficiency unit to replace the condensing unit outside. Anderson also noted that the fan belt on the big TRANE unit needs replacing. McCully asked Anderson for a maintenance agreement proposal to look at for the future including two maintenance checks, one in the spring and one in the fall. Anderson asked whether the Board had any questions and then left the meeting at 7:40 p.m.

Secretary's Report: The board reviewed the minutes from the regular board meeting held on October 17. Smead made a motion to approve the regular board meeting minutes as presented. Stringer seconded the motion and it passed with a vote of all ayes. Hendrick was absent.

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

Financial Report: Treasurer Stringer reviewed the transactions and asked for any questions. Stejkowski made a motion to pay the bills. Beaupre seconded the motion and Beaupre, Blankestyn, Netherton, Smead, Stejkowski and Stringer voted yes. Hendrick was absent. The balance sheet is tracking where it should be and 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. December 27 is the last day to file Audit Report and Annual Financial Report with Comptroller and County Clerk; the last day to file certificate of compliance with

Truth in Taxation Act; and the last day to file a certified copy of levy ordinance which incorporates budget and appropriation ordinance with County Clerk. December 31 is the last day for the second half year review of the minutes of all closed sessions.

Marketing: A social media campaign ran on Facebook to promote the launch of the Little Free Library at the Exploration Station. This post was shared 26 times and reached over 4,500 people. It is the Library's most successful campaign to date. The Library sent out nine email blasts in October. There are currently 573 people on the Library's email list and the library has 579 likes on Facebook.

Holiday Party: The Library will hold its holiday party on Sunday, December 11 at 5:30 p.m. with dinner at 6 p.m. at Rigo's Café located at 164 N. Schuyler Ave., Kankakee. RSVP's are due by November 30.

Community Projects: The Library will participate in the Gallery of Trees at the Kankakee County Museum. The theme this year is "Christmas through the Decades". The Library's theme is "A Norman Rockwell Christmas" which represents the 1940-50s era. Each staff member created a handmade ornament for the tree. The Gallery of Trees will be open to the public Monday, November 28.

The Little Free Library was officially launched on Friday, November 4. In addition to the very successful social media campaign, a press release and photo including the Executive Director of the Bourbonnais Township Park District, BPL staff, Browser and members of the Library Board were featured on the front page of the November 16 Country Market.

McCully will be on vacation November 22-27.

Committee Reports:

Personnel: None.

Finance: None.

Building and Grounds: None.

Policy Committee: None.

Long Range Planning: None.

Unfinished Business: None.

New Business:

Approve Levy Ordinance: The Board reviewed Ordinance #16-06, An Ordinance for the Levy of Taxes for the Bourbonnais Public Library District, Kankakee County, Illinois for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018. Smead made a motion to approve Levy Ordinance 16-06. Beaupre seconded the motion. Stejkowski, Beaupre, Blankestyn, Netherton, Smead and Stringer voted yes. Hendrick was absent.

Approve Emergency Procedures Policy 03-17: McCully explained the addition to the Policy of An Armed Intruder Active Shooter procedure and answered questions on wording. Stringer made a motion to approve Policy 03-17 as amended. Blankestyn seconded the motion and it passed with a vote of all ayes. Hendrick was absent.

Staff Service Awards: There is \$2,900 available for the Staff Service Awards. McCully explained how the funds are usually distributed. Stejkowski made a motion to approve the Staff Service Awards as presented. Smead seconded the motion and it passed with a vote of all ayes. Hendrick was absent.

HVAC Proposals: The Board discussed the proposal as presented by Tim Anderson. Blankestyn made a motion to approve the HVAC Proposals as presented. Smead seconded the motion. Stejkowski, Beaupre, Blankestyn, Netherton, Smead and Stringer voted yes. Hendrick was absent.

Public Comment: None.

Adjournment: Beaupre made a motion to adjourn the meeting at 8:19 p.m. Netherton seconded the motion and it passed with a vote of all ayes. Hendrick was absent.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary