

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
February 25, 2019**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:00 p.m. on February 25, 2019.

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

Also present: Library Director Kelly McCully.

President's Report: None.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held January 28, 2019. Stringer made a motion to accept the minutes as corrected. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustees Hofman and Smead were absent.

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

Financial Report: Stringer reviewed the transactions and asked for any questions. McCully explained the payment to Great Cleaning Solutions during the absence of Library Custodian, Bill Johnson, due to illness. Stejkowski made a motion to pay the monthly bills as presented. Hendrick seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, and Stringer voted yes. Trustees Hofman and Smead were absent. The balance sheet will be submitted to the auditor.

Director's Report:

Marketing: There are currently 899 people on the library email list. The Library has 1,362 likes on Facebook, and 282 followers on Instagram.

The Library now has a text to join option for the monthly newsletter. Marketing Coordinator, Katey Moore, has also created new marketing materials for some of the library's subscription online resources.

The Library is featuring two social media campaigns during February: *Black History* and a *Literary Love* series.

Technology: There is now a staff Website Committee at the Library. This Committee will work with LinkPoint Media to help design, edit, and add content to the library's new website that is currently under construction.

Community Projects: Two times a year library staff attend freshman orientation sessions at Benner Library on the campus of Olivet Nazarene University. Students are informed about the resources available to them at BPL. In the future with the addition of a wireless mobile hotspot, the staff hopes to be able to create new cards at this event.

The Library participated as a stop on the Village of Bourbonnais Chocolate Tour held on February 2, 2019. Library staff decorated with a Candyland theme. The 319 participants traveled through the Library into the Youth Services Department to receive their chocolate-covered salted caramel marshmallow treat provided by The Friends of the Library. This event is an excellent opportunity to introduce members of the community to the many services and programs offered by the Library.

Building Maintenance: For the safety of library employees and patrons, the Library was closed early/opened late two days and was closed an entire day during the Polar Vortex, January 28-February 2, 2019.

Custodial Absence: The week of February 11-15, 2019, the Library was without Custodian, Bill Johnson, who contracted a flu bug. A cleaning company, Great Cleaning Solutions, cleaned the public spaces of the Library during Bill's absence.

Trustee Training: Each year as part of the Per Capita Grant requirements, trustees are asked to complete training. This year trustees are required to review chapters 6-10 of the "Trustees Facts File Third Edition" published by the Illinois State Library. Trustees will be discussing Chapter 10, "Budgeting & Financial Management". Director McCully included a link to access the digital copy.

Graduate School: Director McCully shared that she has been accepted into the School of Library and Information Studies at the University of Alabama. In August 2019, she will begin her pursuit of a Master of Library and Information Studies (MLIS) through an American Library Association accredited distance learning program. McCully expressed her thanks to all who have supported and encouraged her during the application process.

Committee Reports:

Personnel: None.

Finance: None

Policy Committee: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: None

New Business:

Approve Policy Committee Recommendations: McCully reviewed the information discussed at the Policy Committee meeting. Blankestyn made a motion to accept the Policy Committee recommendations. Contreras seconded the motion and it passed with all ayes. Trustees Hofman and Smead were absent.

Discuss Minimum Wage Increase Legislation: McCully gave a brief summary of the minimum wage increase bill signed by Governor Pritzker. The first increase (\$8.25 to \$9.25) would occur on January 1, 2020. There would be another increase to \$10.00 per hour on July 1, 2020. The increase would then go up \$1.00 per hour each year on January 1 until it reaches \$15.00 per hour in 2025. Tax credits could potentially be available to organizations with 50 or fewer employees. McCully stated that the Library mortgage will be paid in 2023 which will help with the projected 26 % increase in payroll that this legislation will cause by 2025. The Library will need to get creative about raising revenue.

Approve Laptop and Desktop Computer Quotes: McCully reviewed the quotes for the purchase of laptops and desktop computers. Both purchases would be paid for

by Per Capita Grant funding. These funds can be used to up-grade or add new technology at the Library. There is currently a balance of \$27,000 in this fund. After a brief discussion, Stejkowski made a motion to approve the purchases. Stringer seconded the motion and it passed with all ayes. Trustees Hofman and Smead were absent.

Approve Copier Purchase: McCully asked that this item be tabled until the next Board meeting. She has contacted three vendors and is still waiting to receive a response from one of those vendors.

Review and discuss Chapter 10, "Budgeting & Financial Management", of the *Trustee Facts File Third Edition*: McCully led a discussion of this chapter. Major topics included income for public libraries (property taxes, supplemental taxes, grants, and donations), library expenditures, the budgeting process, and financial management.

Executive Session:

Personnel: Trustee Stejkowski asked that this item be tabled until a later date.

Public comment: None.

Adjournment: Blankestyn made a motion to adjourn the meeting at 7:42 p.m. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustees Hofman and Smead were absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary

