

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
April 15, 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 April 15, 2019.

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

Also present: Library Director Kelly McCully.

President's Report: Stejkowski noted there was a quorum present.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held March 18, 2019. Blankestyn made a motion to accept the minutes as corrected. Smead seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

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

Financial Report: Stringer reviewed the transactions and asked for any questions. There was a brief discussion concerning the purchase of HomeStar Bank by Midland States Bank and what this might mean for the Library. Stejkowski made a motion to pay the monthly bills as presented. Hendrick seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Smead, and Stringer voted yes. Trustee Hofman was absent. The balance sheet will be submitted to the auditor.

Director's Report:

Deadlines: April 30, Statement of Economic Interest due.

Per Capita Grant: Director McCully reported the Library received the award letter for the FY2019 Illinois Public Library Per Capita Grant. The amount awarded will be \$30,302.50 and must be used by June 30, 2020.

Marketing: There are currently 938 people on the library email list. The Library has 1,452 likes on Facebook, and 332 followers on Instagram.

Summer Reading Adventure: The Summer Reading Adventure will run from June 1 through July 31 and is a collaboration between the Adult, Teen, and Youth Services' Departments. The theme this year is *A Universe of Stories*. Library personnel will once again be visiting area elementary schools to promote this program.

Community Garden: Planting day will be on Saturday, May 18, from 9 a.m. – 12 p.m. Volunteers will receive breakfast, lunch, and a t-shirt. Anyone interested in volunteering can contact McCully.

Technology: Two new HP copiers were delivered from Staples Technology and installed this week. McCully stated that library personnel are very pleased with the printing quality and intuitive control panels on both machines.

Library Policies: Library policies are now available to view on the BPL website. Links to the three policy sections are located on the Library Board webpage under the District Bylaws and Policies heading. McCully included a link to access the digital copy.

Committee Reports:

Personnel: Set date for Director's annual evaluation. The Committee will meet Thursday, April 25, at 1:00 p.m.

Finance: None

Policy Committee: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: None

New Business:

Discuss and Approve Serving Our Public Form SP7 *eReader Patron Agreement Form*: The Library has purchased eight eReaders. These devices are available to patrons

to check out for 21 days and are locked so books cannot be added and purchases cannot be made by patrons. Adult Services Supervisor, Cassidy Steinke, is in charge of curating the eReader collections. McCully led a discussion about the agreement form that patrons will be asked to sign in order to check out an eReader. Blankestyn made a motion to approve the form. Contreras seconded the motion and it passed with all ayes. Trustee Hofman was absent.

Discuss Staff Restroom and Breakroom Renovation: McCully gave a brief overview of current conditions of the staff restroom and breakroom. Both areas are in need of updating. McCully will get estimates for this work.

Discuss Strategic Plan Progress: McCully reviewed the Library's Strategic Plan. The four goals were discussed as well as the progress being made in each.

Public comment: None.

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

Respectfully submitted,

Deborah J. Hendrick
Board Secretary