

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
May 15, 2017**

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 May 15, 2017.

Trustees present: David Stejkowski, Sandra Beaupre, Mary Kay Blankestyn, new Trustee Laura Contreras, Deborah Hendrick, Judith Smead and Ellen Stringer.
Also present: Library Director Kelly McCully.

President's Report: Stejkowski introduced new trustee Laura Contreras. Trustees Contreras, Hendrick and Smead were sworn in.

Secretary's Report: The Board reviewed the minutes from the regular Board meeting held on April 17, 2017. Hendrick made a motion to approve the Board meeting minutes as presented. Stringer 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, made a motion to pay the bills and Blankestyn seconded it. Stringer opened the floor for discussion or any questions. There were none. Stejkowski, Beaupre, Blankestyn, Contreras, Hendrick, Smead and Stringer voted yes to approve the bills. The balance sheet is still tracking slightly under budget and will be submitted to the auditor.

Director's Report:

Deadlines: June 17, Last day for new Board of Library Trustees to hold first organizational meeting, execute Oaths of Office and elect President and Secretary (done May 15, 2017). June 30, Last day to adopt Prevailing Wage Ordinance (done May 15, 2017). June 30, Last day for six month review of minutes of Closed Sessions. July 1, Schedule of regular board meetings set and released to public. July 1, Last day to adopt and publish resolution to levy additional .02 percent tax.

Tax Computation Report: The Library received the Tax Computation Report for FY2017-18. There is a 1.48 percent increase over last year. This will be discussed at the Finance Committee meeting.

Director's University: McCully reported that she was selected to attend Director's University June 5-8 in Springfield. This week-long University organized by the Illinois Library Association is for first-time public library directors from Illinois. The workshops will train library directors on administrative and leadership skills. The University will also provide opportunities for networking, team building, and small informal discussions. All workshops will be held at the Illinois State Library.

Building & Grounds: There is water damage located above the Teen Collection. We have been keeping an eye on the leak, and have made cosmetic repairs, but determined that it was time to have the roof inspected in that area. The initial review of the area indicated that the repairs needed are minor and would include sealing joints along the roofline. Langlois Roofing will perform the roof repair and Bill will perform the cosmetic repairs needed after the joints are sealed. McCully reported to the Board that these repairs have been completed and cost approximately \$700.

Bourbonnais Firefighter's Association Donation: The Bourbonnais Firefighter's Association presented a check to the Bourbonnais Public Library's Youth Services Department for \$455.86 to update the children's display of fire-related books. On Tuesday, April 25 the Ready Readers 3- to 5-year-old story time group and BPL staff toured the Bourbonnais Fire Station, and enjoyed a special story time coordinated by Firefighter David Porter.

First Year Accomplishments: McCully has officially completed her first year as Library Director. Here are a few of the highlights of what the library has accomplished this last year:

- The White Oak and Cardinal Rooms were updated with new carpet and paint.
- An annual evaluation system for all employees was established. All evaluations will be completed by the end of this fiscal year.
- BPL became an ALICE accredited institution by offering active shooter and safety training for employees.
- A new system of online banking, including the option for payroll direct deposit, was established.
- Community partnerships were formed with the Bourbonnais Township Park District (Little Free Library), Bourbonnais Elementary School District (Strategic Plan and Community Garden), Bourbonnais Police Department (ALICE Training), and the Bourbonnais Fire Protection District (Donation and story time).
- The Board and Library staff worked together to provide uninterrupted service after the gas leak in January, 2017.

Committee Reports:

Personnel: Personnel will meet Monday, May 22 at 1 p.m. to discuss the Director's Evaluation and review the Employee Wage Scale for FY2017-18.

Finance: Finance needs to set a meeting to review the Tax Computation Report/Cost Control Worksheet.

Building and Grounds: A date needs to be reset for a walk-through of the building.

Policy Committee: None.

Long Range Planning: None.

Unfinished Business: Community Garden Project: The Intergovernmental Agree-

ment on the Community Garden still needs to go to the Bourbonnais Elementary School board next Monday. McCully got releases of claims from all participants. Smead made a motion to approve the IGA subject to approval by the BESD board. Beaupre seconded the motion and it passed with a vote of all ayes.

New Business: Elect Board officers: After some discussion by the Board, Beaupre made a motion to keep the current slate of officers—Stejkowski as president, Beaupre as vice president, Mary Kay Blankestyn as secretary and Ellen Stringer as treasurer. Smead seconded the motion and it was passed with a vote of all ayes.

Committee appointments: Committee appointments were made as follows: Personnel: Chairman Smead, Trustees Stringer, Blankestyn and Hendrick. Policy: Chairman Blankestyn, Trustees Hendrick, Beaupre and Contreras. Finance: Chairman Stringer, Trustees Smead, Beaupre and Contreras. Building and Grounds and Long Range Planning are committees of the whole. Trustee Beaupre is Chairman of the Long Range Planning committee.

Prevailing Wage Ordinance: Stejkowski explained the Prevailing Wage Ordinance to new Trustee Contreras. Hendrick made a motion to approve Ordinance 17-01, the Prevailing Wage Ordinance as drafted by counsel. Beaupre seconded the motion. Stejkowski, Beaupre, Blankestyn, Contreras, Hendrick, Smead and Stringer voted yes.

Strategic Plan: McCully has started working on setting this up. She investigated facilitators for this process and found that they are very expensive. The Library Director from Matteson, Kathy Berggren, does facilitating for strategic plans for libraries. McCully suggested a budget of \$2,000-\$5,000 and Berggren thought this was feasible. Stringer made a motion to authorize the Director to enter into an agreement with the library consultant not to exceed \$5,000. Smead seconded the motion. Stejkowski, Beaupre, Blankestyn, Contreras, Hendrick, Smead and Stringer voted yes.

Public Comment: None.

Adjournment: Beaupre made a motion to adjourn the meeting at 7:49 p.m. Contreras seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary