

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
May 20, 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 May 20, 2019.

Trustees present: Dave Stejkowski, Mary Kay Blankestyn, Deborah Hendrick, Judith Smead, and Ellen Stringer. Trustees Laurie Hofman and Laura Contreras were 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 April 15, 2019, and the minutes of the Personnel Committee Meeting held April 25, 2019. Smead made a motion to accept all the minutes as presented. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustees Hofman and Contreras were absent.

Correspondence & Communications and Public Comment (action items only):

A letter was received from Senator Tammy Duckworth expressing her appreciation to the Library for hosting her staff during Mobile Office Hours. A letter was also received from Greg McCormick, Director, Illinois State Library, reminding the Library of the State Library requirements when a vacancy occurs.

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

Director's Report:

Deadlines: June 30, Last day for first half (July-Dec.) review of minutes of Closed Sessions. July 1, Schedule of regular board meetings set and released to public. July 7, Last day to adopt and publish resolution to levy additional .02 percent tax.

Tax Computation Report: The Library received the Tax Computation Report for FY2019-20. Attached form has figures.

Marketing: There are currently 950 people on the library email list. The Library has 1,499 likes on Facebook (62 new likes in one month), and 347 followers on Instagram.

Bookbonnais: The Library will be launching a marketing and fundraising campaign called *Bookbonnais*. T-shirts, tote bags, and vinyl stickers will be available for purchase at the Circulation Desk.

Digital Displays: Two new 50-inch digital displays have been added in the lobby to feature ongoing and special library programming. The displays offer a clean, modern way to promote library programs and have replaced the posting of paper promotional flyers.

Kankakee Area Library Association (KALA): The Kankakee Area Library Association (KALA) includes academic, public, school, and special libraries based with Kankakee County and the surrounding areas. KALA promotes cooperation between all library types to increase efficiency in service. Currently, BPL has two staff members who serve as officers of KALA, Katey Moore, President-Elect and Cassidy Steinke, Vice-President. McCully included a link to access the KALA website.

Summer Reading Adventure: A Universe of Stories will officially launch on Saturday, June 1, from 11 a.m. to 3 p.m. The Launch Party will feature space races, crafts, face painting, a photo booth, and cosmic treats. This adventure is for aliens, astronauts, and androids of all ages!

Committee Reports:

Personnel: Set date for meeting to review Employee Wage Scale FY2019-20.

Finance: Set date for meeting to review Tax Computation Report & Cost Control Worksheet.

Policy Committee: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: None

New Business:

Administer Oath of Office for Reelected Trustees: The Oath of Office was administered by Board President, Dave Stejkowski, to reelected trustees, Ellen Stringer and Deborah Hendrick. Board Secretary, Deborah Hendrick, will administer the oath to reelected trustee, Laurie Hofman, who was absent.

Elect Board Officers: After a brief discussion by the Board, Smead made a motion to retain the current slate of officers. Hendrick seconded the motion. Officers were elected by acclamation. Trustees Hofman and Contreras were absent.

Assign Committee Appointments: Committee appointments will remain the same.

Approve Recommendation from Personnel Committee: This item will be discussed in Executive Session.

Discuss Updates on Prevailing Wage Ordinance: McCully reviewed a message received from Dennis Walsh, Library Legal Counsel, stating the Library no longer needs to approve an annual Prevailing Wage Ordinance.

Discuss and Approve Lighting Project Estimates: McCully discussed the LED Lighting Upgrade Plan for the Library. Quotes for the project were reviewed from Dominion Lighting and Solar Inc., Batteries & Bulbs, Green Bee, and A & L Technical Services Inc. After a brief discussion, Blankestyn made a motion to approve the hiring of Dominion Lighting and Solar Inc. for the project. Smead seconded the motion and it passed with all ayes. Trustees Hofman and Contreras were absent.

Discuss and Approve Form *SP8-Reciprocal Borrower Registration Agreement Form*: McCully explained the Reciprocal Borrower Registration Agreement Form. Stejkowski made a motion to approve the form. Stringer seconded the motion and it passed with a vote of all ayes. Trustees Hofman and Contreras were absent.

Executive Session:

Director's Evaluation: Director McCully left the meeting. Blankestyn made a motion to move into Executive Session to discuss the director's evaluation at 7:34 p.m. Hendrick seconded the motion and it passed with a vote of all ayes. Trustees Hofman and Contreras were absent.

Blankestyn moved that the Board return to regular session at 7:51 p.m. Smead seconded the motion and it passed with a vote of all ayes. Trustees Hofman and Contreras were absent. Director McCully returned.

Approve recommendations from Personnel Committee: Hendrick made a motion to approve the Personnel Committee's recommendations on the director's evaluation. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustees Hofman and Contreras were absent.

Public comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:59 p.m. Stringer seconded the motion and it passed with a vote of all ayes. Trustees Hofman and Contreras were absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary