

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
August 15, 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 August 15, 2016.

Trustees present: Sandra Beaupre, Mary Kay Blankestyn, Deborah Hendrick, Natalie Netherton, Judith Smead, David Stejkowski and Ellen Stringer.

Also present: Library Director Kelly McCully and Library legal counsel Claire Chaplinski.

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

Secretary's Report: None. The board reviewed the minutes from the regular board meeting held on July 18, the Finance Committee meeting also held on July 18 and the Policy Committee meeting held on August 3. Smead made a motion to approve the Finance Committee and Policy Committee minutes as presented and the regular board meeting minutes as corrected. Beaupre seconded the motion and it passed with a vote of all ayes.

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. Stringer seconded the motion and Beaupre, Blankestyn, Hendrick, Netherton, Smead, Stejkowski and Stringer voted yes. The balance sheet was a little high because of the carpeting and painting in the conference rooms. The audit report will be presented in September. The Budget Hearing will be held immediately before the September 19 meeting. The balance sheet will be presented to the auditor.

Director's Report:

August 28: Last day to make the tentative budget and appropriation ordinance available for public inspection and publish notice for hearing thereon.

Sept. 1: Annual Report due to State Library. (Report was filed on Aug. 9.)

Sept. 20: First day for candidates for Library Board of Trustees to circulate nominating petition sheets for the April 4, 2017 consolidated election.

Sept. 22: Deadline for Public Hearing and adoption of Budget and Appropriation Ordinance.

Marketing: An article promoting library events in August ran August 2 in The Country Market. The library sponsored a business card sized advertisement in the Chicago Bears Community Training Camp Map that promoted the library's location, hours of service and contact information. The library sent out nine email blasts in July. There are currently 551 people on the library's email list and the library has 531 likes on Facebook.

Staff In-Service Day: A staff in-service day is scheduled for Friday, September 16. The library will be closed that day for staff training with a focus on safety. Representatives from the Bourbonnais Police Department and Fire Department will provide the training. Topics will include: staying safe in the library; child safety; how to de-escalate a negative exchange; fire reporting and identification; and fire extinguisher training.

Building Improvements and Maintenance: Conference room painting is scheduled for August 23 and 24. Carpet cleaning is scheduled for September 3 and 4. Conference room carpet installation is scheduled for Tuesday, September 6.

Website Improvements: Weblinx will be working on a series of improvements and additions to the library website that will include an intranet for staff communication, a Friends of the Library informational page and a redesign of the online resources page.

Programming: Embrace the Pokemon! The Bourbonnais Library is a gym location in Pokemon Go. Pokemon trainers are encouraged to stop by, visit the library's virtual gym and check out all the other services that the library offers.

Hoopla: The library is adding another option for patrons to explore digital content. Hoopla brings content to life through the streaming and downloading of movies, music, audiobooks, eBooks, comics and television shows. Hoopla is a simultaneous use model, which means no waiting or holds are needed for patrons to connect with their favorite title.

2017 election: McCully explained that Netherton, Smead and Hendrick will be able to start passing petitions for candidacy in the 2017 election as of Sept. 20. She will send out an email with the number of signatures needed to be on the ballot.

Stejkowski asked about where the library is on the business online banking agreement with HomeStar Bank. McCully said the next step is training for all signers. She will set up dates and times.

Committee Reports:

Personnel: None.

Finance: Finance Committee met July 18 before the regular board meeting.

Building and Grounds: None.

Policy Committee: Policy Committee met August 3.

Long Range Planning: None.

Unfinished Business: None.

New Business:

Approve recommendations from Policy Committee: Committee chair Blankestyn reviewed the changes proposed. The board discussed and corrected some of the

changes. Beaupre made a motion to accept the changes as corrected. Smead seconded the motion and it passed with a vote of all ayes.

Approve staff computer purchase: McCully explained that the library's computers are replaced on a three-year cycle. This year 14 staff computers are ready to be replaced. Bids were received from Paragon Micro for \$11,073 and CDW for \$10,499. Blankestyn made a motion to accept the lower bid from CDW. Beaupre seconded the motion and Beaupre, Blankestyn, Hendrick, Netherton, Smead, Stejkowski and Stringer voted yes.

Review employee vacation, sick and retirement policies: First, McCully explained the need to change payday to Friday from Tuesday due to the requirements of the online banking procedures. Stringer made a motion to move payday from Tuesday to Friday. Beaupre seconded the motion and it passed with a vote of all ayes. Second, the board moved on to discuss a liability that was brought up by the auditor, that there is no cap on vacation accrual. The board discussed different ways to address this problem. McCully explained the information she received from other libraries when she asked what their policies were. Consensus was that no vacation rollover at the end of the year will be allowed beginning in 2017. Accrued days in a staff member's bank must be used by January 1, 2019 with a one-year extension possible at the discretion of the director. McCully will make up an accrual schedule and bring it back to the board. There will need to be another Policy Committee meeting after McCully and legal counsel Chaplinski confer on wording. The discussion will be continued in September.

Public Comment: None.

Adjournment: Hendrick made a motion to adjourn the meeting at 8:10 p.m. Smead seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary