

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF  
REGULAR BOARD MEETING PROCEEDINGS  
JANUARY 22, 2018**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on January 22, 2018.

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

**Also present:** Library Director Kelly McCully

**President's Report:** Stejkowski noted there was a quorum present and commented that the election of a new Vice President would be held under New Business.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held December 18, 2017 and the minutes of the Long Range Planning Committee held January 11, 2018. Stejkowski made a motion to accept all of the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes.

**Financial Report:** Stringer reviewed the transactions and asked for any questions. Stejkowski made a motion to pay the bills as presented. Stejkowski asked about the transaction with Staples. McCully explained that the office supplies from Staples were much cheaper than the Library's previous vendor. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead and Stringer voted yes. Stringer reported the balance sheet is tracking well and she will submit it to the auditor.

**Director's Report:**

Director McCully reminded the Board that it will soon be time for the annual Statements of Economic Interest. The deadline will be April 30, 2018.

Marketing: There were two email blasts in December. There are 721 people on the Library's email list and the Library has 886 likes on Facebook.

Project Imagination Kick-Off: A Kick-Off event for the Dolly Parton Imagination Program was held Thursday, January 11 at the Bourbonnais Municipal Center. Babies born after January 1, 2017 that live in the Bourbonnais Elementary School District can participate in this program. Participants will receive two books per month until they enter Kindergarten.

Library Apps Show & Tell: Adult Services Supervisor, Cassidy Steinke, and Programming Assistant Rory Parilac held a Library Apps Show and Tell Session on Thursday, January 18. A table was set up in the lobby to assist patrons with their questions and offer one-on-one assistance with a variety of mobile resources that the Library offers.

Community Project: The Library will again participate as a stop on The Chocolate Tour on February 3, 2018 from noon-5 p.m. presented by the Village of Bourbonnais and the Bourbonnais Township Park District. The 350 tickets available for the event are already sold out. The Library's chocolate stop will include delicious chocolate-covered salted caramel dipped marshmallow pops handmade by the Friends of the Bourbonnais Library. Staff members will also be in attendance to promote library services and programs.

Sign Project: The digital sign project was completed on Thursday, December 28, 2017. Plans to remove the old library sign and do some tree trimming/removal will be made when the ground thaws in the spring.

**Committee Reports:**

**Personnel:** None.

**Finance:** None.

**Policy Committee:** None.

**Building and Grounds:** None.

**Long Range Planning:** Long Range Planning met January 11, 2018 to discuss the Focus Group Summary. The Board reviewed the minutes of the meeting and discussed Add Your Voice and the Scoring Matrix. McCully reported that technology was not mentioned much in the focus groups. Community partnerships and marketing were major concerns. Dreams included the opportunity to use the land next door for park space, movies, picnics, etc. McCully also commented that it is past time for a refresh in the Children's Department and the teens need more room. The Board needs to think about the space we have and how it could be improved. Next up will be working on rewriting mission statements.

**Unfinished Business:** None.

**New Business:**

Elect Library Board Vice President: Stringer made a motion to appoint Blankestyn Vice President of the Board. Smead seconded the motion and nominations were closed. The motion passed with a vote of all ayes. Stejkowski congratulated Blankestyn and said he looked forward to working with her as Vice President. He asked if she would continue as Secretary Pro Tem until a new Secretary was named in February. She agreed that she would.

Discuss & Approve HomeStar Bank Loan Modification: HomeStar Bank requested modifications to the Library's mortgage. McCully and Stejkowski spoke to Vice President of Commercial Loans Brian Meyer. The bank offered a fixed rate of 3.8% which would raise payments \$6,700 per year. Trustee Hofman had a question that couldn't be answered with the information available to the Board and it was decided to table this vote until February when the Board could have more information to consider.

Approve Special Reserve Fund Transfer: Stejkowski and Stringer gave a little history on the Special Reserve Fund to the newer Members of the Board and explained that a  $\frac{3}{4}$  vote is required to move funds out of this fund. Present balance is approximately \$233,000. The new digital sign cost \$24,880. Of that

amount, \$2,651.50 was raised from a donation from the Friends of the Bourbonnais Library and a special book sale the Library held. To pay out the remainder, McCully suggested transferring \$22,228.50 out of the Special Reserve Fund. Blankestyn made a motion to approve the transfer of \$22,228.50 from the Special Reserve Fund to pay for the digital sign. Stringer seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead and Stringer voted yes.

Discuss and Approve Commercial Insurance Policies: McCully reported that the Library's policies are with National Fire and Casualty through HomeStar Bank. The increase for the coming year is \$116. Contreras made a motion to approve the Commercial Insurance Policies as presented. Smead seconded the motion and it passed with a vote of all ayes.

**Public comment:** None.

**Adjournment:** Hendrick made a motion to adjourn the meeting at 8:05 p.m. Smead seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn  
Board Secretary