

As the Bourbonnais Public Library navigates through this difficult time, with an abundance of caution, and in the interest of public health, members of the public can listen to the proceedings of this meeting using ZOOM or attend the meeting in person. A recording of this meeting is available upon request.

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
October 19, 2020**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:00 p.m. on October 19, 2020.

Trustees present: David Stejkowski (via ZOOM), Mary Kay Blankestyn, Deborah Hendrick, Laurie Hofman, Judith Smead, and Ellen Stringer. Trustee Laura Contreras was absent.

Also present: Library Director Kelly McCully.

President's Report: Stejkowski greeted the Board from Taos, New Mexico, and noted there was a quorum present.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting and the minutes of the Executive Session both held September 21, 2020. Stringer made a motion to accept all the minutes as presented. Smead seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent.

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

Financial Report: Stringer reviewed the transactions and asked for any questions. Director McCully reported that a representative from Zabel & Associates P.C. will review the annual audit via ZOOM at the November meeting. Stringer made a motion to pay the monthly bills as presented. Blankestyn seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent. The balance sheet is tracking slightly under 20% and will be submitted to the auditor.

Director's Report:

Deadlines: September 22, Election packets may be distributed and circulation of nominating petitions begins. November 3, General Election. December 1, Last day to adopt Levy Ordinance for FY2021-2022. December 14-21, Filing dates for Consolidated Election packets. December 27, Last day to file FY20 Audit Report and Annual Financial Report. April 6, 2021, Consolidated Election.

Marketing: There are currently 1,383 people on the library email list. The Library has 2,155 followers on Facebook and 674 followers on Instagram (a bar graph was included showing marketing stats).

September was Library Card Sign Up Month. During this month, the American Library Association and libraries across the country unite in a national effort to promote library services. BPL marketing posts for Sign Up Month had a combined reach of 2,717. The efforts of our Marketing and Circulation Teams resulted in 77 new patron cards.

Building and Grounds: Library Custodian, Bill Johnson, is working on updating the library's floor plan to include location markers for fire extinguishers, emergency exits, and our severe weather shelter location. The plan will eventually be posted in the lobby as recommended by the *Serving Our Public 4.0 Standards for Illinois Public Libraries* safety standards. New signage has been posted throughout the Library to identify fire extinguishers. Extinguishers are inspected annually.

Tholens is developing a landscaping refresh plan for the front of the Library and reinforcement/improvement of the stone around the digital sign planting area. Many of the bushes along the front of the building have died or are overgrown. Tholens will try to incorporate any plants or shrubs that are still in good shape into the new design.

Adult Services: The Adult Services Department has a variety of content available on BPL's YouTube Channel. In September Illinois Voter Registration and Creativebug tutorials were filmed. A Banned Books Week discussion, Creepy Fiction Readers' Advisory, and a Terrifying Tuesday poetry series were all recorded

and are available for viewing. Virtual programming includes Virtual Crossword Club and Medicare 101.

Youth Services: Youth Services celebrated Hispanic Heritage Month with reading displays and book recommendations. Youth Services Assistant, Raegan Zelaya, shared her Hispanic family heritage and presented bilingual storytimes that are available on the BPL YouTube Channel.

The Youth Services Team filmed a fun promotional video to encourage participation in the One Thousand Books Before Kindergarten program. Prize bags were distributed to the first two participants that completed the program.

Youth Services Staff worked with the Bourbonnais Upper Grade Center librarian, Cate Peterson, to develop reading lists that meet the six different categories of required reading for junior high language arts students. Students are required to read books from each category and often have a hard time locating titles. These lists will be an excellent resource for students, teachers, and BPL staff assisting with readers' advisory.

Circulation Services: Despite having less than 50% of our normal library visitors in September, our circulation of physical items continued to improve. In September 2019, we had 9,837 visitors that checked out 18,080 items. In September of 2020, there were 3,825 visitors that checked out 14,263 items.

Materials are still placed in quarantine for seven days as recommended by RAILS. The quarantine process and procedures can be confusing, and sometimes frustrating, for patrons. The Library will continue to post reminders on BPL social media platforms about the quarantine process, and offer bookmarks created by PrairieCat that provide FAQs about returned materials. Fines are not assessed during the quarantine period.

Technical Services: 442 new items were added to the collection. 863 items were weeded from the collections.

Tech Services Supervisor, Kris Weybright, continues to clean up spine labels and shift in nonfiction. This month she focused on Dewey areas 948 - 973.911.

We currently offer 61 magazine subscriptions. Back issues of magazines are kept for nine months after the calendar year in which they are printed. The 2019 back issues were recycled in September. During Phase 3 of our Reopening Plan, magazines are available for check out only.

Committee Reports:

Personnel: None.

Finance: Schedule meeting to discuss 2021-22 Levy Ordinance. McCully will email Stringer with possible dates for this meeting.

Policy: Schedule meeting to discuss *Personnel Policy 02-14 Dress Code*. McCully will email Hendrick with possible date for a meeting.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Discuss Library Response to Illinois COVID-19: Director McCully continues to monitor the COVID-19 situation in Kankakee County and recommends the Library stay at Phase 3.

New Business:

Discuss & Approve Election Day Closure: McCully led a discussion concerning closing the Library on Election Day, November 3. The Library requires library staff and patrons to wear a mask while in the Library. Because the Library is a polling place and voters are not required to wear a mask, McCully expressed concern for library staff and patrons. She recommended closing the Library on Election Day. Stejokwski made a motion to close the Library on Election Day. Hofman seconded the motion. Stejokwski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent.

Review and Discuss Chapter 1-2 *Core Standards & Governance and Administration of the Serving Our Public 4.0 Standards for Illinois Public Libraries*: McCully led a discussion of these chapters. Chapter 1 detailed the twenty-three Illinois Public Library Core Standards. Bourbonnais Public Library continues to meet these core standards. McCully may revisit the technology plan mentioned in Core 13.

McCully went over the Governance and Administration checklist in Chapter 2. Bourbonnais Public Library also does well with these standards. McCully did say the orientation program for new board members might be developed further. She will also develop a written document for the Board outlining who would handle various parts of her position in the event she could not perform her duties as Library Director.

Public Comment: None.

Adjournment: Stejkowski adjourned the meeting at 7:37 p.m.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary