

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF  
REGULAR BOARD MEETING PROCEEDINGS**

**April 16, 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 April 16, 2018.

**Trustees present:** Dave Stejkowski, Mary Kay Blankestyn, Deborah Hendrick, Laurie Hofman, Judith Smead, Ellen Stringer, and Laura Contreras (who arrived at 7:03).

**Also present:** Library Director Kelly McCully and members of the public Logan Conroy and his parents, Becky and Marty Conroy.

**Presentation:** Stejkowski requested that the Board start with the presentation by Logan Conroy about his ideas for an Eagle Scout Project. Using a poster, Logan presented several ideas to the Board for beautifying the Library grounds, including planting flowers, building benches, and a picnic table. He will do fundraising to get the approximately \$2,500 to complete the project and hopes to receive donations from Home Depot and Lowes. The project would take about 200 hours to complete. When a final decision on the project is made, it would need to be approved by the Scout's Rainbow Council. Stejkowski and the Board thanked Logan for his excellent presentation.

**President's Report:** None.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held March 19, 2018, and the minutes of the Policy Committee Meeting held April 3, 2018. Smead made a motion to accept all of the minutes as presented. Stringer seconded the motion and it passed with a vote of all ayes.

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

**Financial Report:** Stringer reviewed the transactions and asked for any questions. There were none. Stejkowski made a motion to pay the bills as presented. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead and Stringer voted yes. The balance sheet will be submitted to the auditor.

**Director's Report:**

Deadlines: April 30, Statement of Economic Interest

Per Capita Grant: Director McCully reported the Library received the award letter for the FY2019 Library Per Capita Grant. The amount awarded will be \$30,302.50 and is a significant increase from the FY2018 award of \$18,822.46. The grant money must be used by June 30, 2019.

Marketing: The Library sent out eleven email blasts in March. Currently there are 758 people on the email list and 1091 likes on Facebook. The Library also now has an Instagram page.

Summer Reading Adventure: The Summer Reading Adventure will run from June 1 through July 31 and is a collaboration between the Adult, Teen, and Youth Services' Departments. The theme this year is *Reading Takes You Everywhere*.

Community Garden: Planting day will be Saturday, May 12, from 9 a.m.-12 p.m. Volunteers will receive breakfast, lunch, and a t-shirt.

Live Chat: In response to the discussion during the March 18 meeting on Chapter 8 "Public Services and Reference, and Reader's Advisory Services" from *Serving Our Public 3.0: Standards for Illinois Public Libraries*, the Library has added a live chat feature to the home page. Supervisors and Reference Assistants are available to respond to questions and comments during library hours. There will always be at least two people available. After hours the chat feature changes to an email option.

NUWAV legal forms: The Library, at the cost of \$200, has made available an online resource for patrons to create their own legal forms. Patrons use the templates made available on the website. Library personnel cannot help or give advice on how to fill out the forms. There will be a disclaimer on the website stating the Library is not responsible for the accuracy of the legal forms.

Vacation: Director McCully will be on vacation April 19-23.

**Committee Reports:**

**Personnel:** Set meeting date of Thursday, May 24, at 2:00 p.m. to discuss the Director's Evaluation.

**Finance:** Set the date of Thursday, April 26, at 1:00 p.m. for Business Online Training with HomeStar.

**Policy Committee:** None.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:** None.

**New Business:**

**Resolution:** As suggested at the February meeting, a motion was made by Stejkowski and seconded by Blankestyn to present a resolution to former Vice President Sandra Beaupre in honor of her years of service on the Library Board. Motion passed by a vote of all ayes.

**Discuss and approve Eagle Scout Project:** Blankestyn made a motion to accept Logan Conroy's Eagle Scout project. Hofman seconded the motion. Motion passed with a vote of all ayes. Director McCully will meet with Logan to finalize plans for the project.

**Discuss and approve Full-Time Personnel Policy 02-04 *Retirement*:** The Board reviewed the policy changes written by the Management Association. Smead made

a motion to accept the new Retirement Policy. Contreras seconded the motion and it passed with all ayes.

Discuss and approve Strategic Plan Goals and Objectives: The Long Range Planning Committee met prior to the scheduled Board meeting. Director McCully presented Goals and Objectives of the 2018-2023 Strategic Plan and these were reviewed at the Board meeting. Stringer made a motion to approve the Strategic Plan. Hofman seconded the motion and it passed with all ayes.

**Public comment:** None.

**Adjournment:** Stringer made a motion to adjourn the meeting at 7:52 p.m. Blankestyn seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary