

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
August 21, 2017**

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 August 21, 2017.

**Trustees present:** Mary Kay Blankestyn, Laura Contreras, Deborah Hendrick, Judith Smead, Dave Stejkowski and Ellen Stringer. Trustee Sandra Beaupre was absent.

**Also present:** Library Director Kelly McCully.

**President's Report:** Stejkowski appreciated the Board's patience during his recent absence.

**Secretary's Report:** The Board reviewed the minutes from the regular Board meeting held on July 17, 2017, from the Finance Committee meeting held August 1 and from the Policy Committee meeting on August 8. Smead made a motion to approve all the minutes as presented. Hendrick seconded the motion and it passed with a vote of all ayes. Beaupre was absent.

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

**Financial Report:** Stringer reviewed the transactions and asked for any questions. She then made a motion to pay the bills as presented. Stejkowski seconded the motion. Blankestyn, Contreras, Hendrick, Smead, Stejkowski and Stringer voted yes. Beaupre was absent. The balance sheet is running well and will be submitted to the auditor.

**Director's Report:**

Deadlines: Aug. 27, Last day to make the tentative Budget and Appropriation Ordinance available for public inspection and publish notice for public hearing. Sept. 1, Annual Report due to State Library. Sept. 26, Deadline for Public Hearing and adoption of Budget and Appropriation Ordinance. Oct. 10-12, Illinois Library Association Annual Conference in Tinley Park. The Library will be closed Oct. 11 so that staff members may attend the conference.

Audit: The auditors from Zabel & Associates were at the Library on July 31. Joe Martin will present the FY2016-17 audit at the September 18 Board meeting.

Staff Committees: Director McCully also reported on six new staff committees formed to improve the staff and patron experience at the Library. They are: Strategic Planning, Kelly McCully; Social, Kris Weybright; Community Engagement, Samantha Young; Continuing Education, Stephen Bauman; Social Media, Cassidy Steinke; and Organization and Decor, Julie Ross.

Director McCully reviewed other library events, gave a summary of building maintenance projects, and an overall update on the Community Garden Project.

**Committee Reports:**

**Personnel:** None.

**Finance:** Finance met August 1. This will be discussed under New Business.

**Building and Grounds:** Building and Grounds will meet Tuesday, September 12 at 9 a.m. for routine walk-through.

**Policy Committee:** Policy met August 1. This will be discussed under New Business.

**Long Range Planning:** Long Range Planning will meet Friday, September 8 at 10 a.m. to begin strategic planning.

**Unfinished Business:** None.

**New Business:** Adopt Tentative Budget and Appropriation Ordinance: The Board reviewed the ordinance and the recommendations of the Finance Committee. Trustee Hendrick made a motion to approve Ordinance #17-04, Resolution Providing for a Tentative Budget and Appropriation of the Bourbonnais Public Library District, Kankakee County, Illinois, for the 2018-2019 Fiscal Year. Smead seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Smead and Stringer voted yes. Trustee Beaupre was absent.

Set date for public hearing on Budget & Appropriation Ordinance: Stejkowski made a motion to hold the public hearing on the Budget & Appropriation Ordinance at 7 p.m. Monday, September 18 immediately before the regular Board meeting. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustee Beaupre was absent.

Approve recommendations from the Policy Committee: Committee Chairman Blankestyn reviewed the changes proposed by the Policy Committee to the Trustees and Legal Requirements Policies. Many of the revisions were typos or revisions. Section 01-12 Indemnification and Insurance will be sent to Legal Counsel for review and revision. Section 01-14 Meetings and Telephone Conferencing will be renamed Meetings and Audiovisual Conferencing with revisions throughout that indicate that a physical quorum is necessary for audiovisual conferencing, and to update the use of telephone conferencing to audiovisual conferencing. Stejkowski made a motion to approve recommendations from the Policy Committee on the Trustees and Legal Requirements Policies as amended and to table Section 01-12 until the September meeting. Smead seconded the motion and it passed with a vote of all ayes. Trustee Beaupre was absent.

Review/Revise administrative records policy: The Board reviewed Section 01-02

Administrative Records Policy. Minor revisions were made to the policy to note that members of the Board and Library Director shall have access to confidential records of the Board. Stejkowski made a motion to approve the changes to the Administrative Records Policy as discussed. Smead seconded the motion and it passed with a vote of all ayes. Trustee Beaupre was absent.

Review/revise employee sick and parental leave policies: Director McCully reviewed the necessary changes for employee sick and parental leave. Legal Counsel from the Management Association reviewed and revised the policy in accordance with new sick and parental leave laws that went into effect January 1, 2017. The sick leave policy was revised for full-time employees, the parental leave policy was revised for both full-time and part-time employees. Hendrick made a motion to adopt the changes to the sick and parental leave policies as discussed. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustee Beaupre was absent.

**Public Comment:** None.

**Adjournment:** Smead made a motion to adjourn the meeting at 8 p.m. Contreras seconded the motion and it passed with a vote of all ayes. Trustee Beaupre was absent.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary