

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
July 17, 2017**

Vice President Sandra Beaupre called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on June 19, 2017.

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

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

**President's Report:** Beaupre noted that Stejkowski was absent due to a death in the family.

**Secretary's Report:** The Board reviewed the minutes from the regular Board meeting held on June 19, 2017 and from the Executive Session during the same meeting. Stringer made a motion to approve all the minutes. Smead seconded the motion and it passed with a vote of all ayes. Hendrick and Stejkowski were absent.

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

**Financial Report:** Stringer reviewed the transactions. The year-end balance sheet showed that 95.4% of the budget was spent. The first tax distribution was received July 13 in the amount of \$435,322.30. Stringer asked for any questions and then made a motion to pay the bills as presented. Blankestyn seconded the motion. Beaupre, Blankestyn, Contreras, Smead and Stringer voted yes to approve the bills. Hendrick and Stejkowski were absent. The balance sheet will be submitted to the auditor. The auditors will be at the library July 31.

**Director's Report:**

Director McCully passed around an article from The Herald about reading programs. She reminded everyone about the Friends of the Library Annual Book Sale July 27-29.

Certificate from BESD #53: McCully received a Certificate of Recognition from the Board of Education of Bourbonnais Elementary School District No. 53 for her work in helping get the Community Garden project off the ground this year.

Deadlines: Aug. 27, Last day to make the tentative Budget and Appropriation Ordinance available for public inspection and publish notice for tax hearing. Aug. 30, Last day to file Treasurer's Report (auditors fill this report). Sept. 1, Annual Report due to State Library. Sept. 26, Deadline for Public Hearing and adoption of Budget and Appropriation Ordinance.

**Committee Reports:**

**Personnel:** None.

**Finance:** Meeting to review tentative Budget and Appropriation Ordinance 2018-19 will be held Tuesday, Aug. 1 at 1 p.m.

**Building and Grounds:** None.

**Policy Committee:** Meeting to review Trustee and Legal Requirements policies will be held Tuesday, Aug. 8 at 1 p.m.

**Long Range Planning:** None.

**Unfinished Business:** None.

**New Business:** Appoint two board members to audit Secretary's minutes for previous fiscal year: Stringer and Smead volunteered to do this review.

Review new server estimates: McCully reported that the server is four years old and out of warranty. She asked Marc Sims, owner of Tech Pro Logic, for estimates. The quote from Tech Pro Logic was the best. Stringer made a motion to go with Tech Pro Logic for the new server and its set-up in the amount of \$7,128. Contreras seconded the motion. Beaupre, Blankestyn, Contreras, Smead and Stringer voted yes. Hendrick and Stejkowski were absent.

Per Capita requirement—Review Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014": The Board reviewed Chapter 12 with a checklist McCully provided.

Approve transfer of funds from Capital Projects Fund to HomeStar checking account due to delayed tax disbursement: Not necessary since first distribution was received July 13.

**Public Comment:** None.

**Adjournment:** Smead made a motion to adjourn the meeting at 7:42 p.m. Stringer seconded the motion and it passed with a vote of all ayes. Hendrick and Stejkowski were absent.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary