

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
January 24, 2022**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:01 p.m. on January 24, 2022.

Trustees present: Mary Kay Blankestyn, Deborah Hendrick, Laurie Hofman, Ellen Stringer, Amanda Wright, and David Stejkowski. Trustee Judith Smead was absent

Also present: Library Director Kelly McCully.

President's Report: Stejkowski noted there was a quorum present.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting and the Executive Session both held December 10, 2021. Hofman made a motion to accept all the minutes as presented. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustee Smead was absent.

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

Financial Report: Stringer reviewed the transactions and asked for any questions. Stejkowski made a motion to pay the monthly bills as presented. Wright seconded the motion. Blankestyn, Hendrick, Hofman, Stringer, Wright, and Stejkowski voted yes. Stringer reported that the balance sheet is tracking at 48.9% and will be submitted to the auditor. Trustee Smead was absent.

Director's Report: Deadlines: February 15, Per Capita Grant Application due. April 30, Last day for filing Statement of Economic Interests with the County Clerk.

Finance:

McCully met with library consultant, Alex Todd, on Tuesday, December 28, via Zoom to discuss his recommendations and financial forecasting for the Library. McCully looks forward to discussing this further in February. The Benchmark Analysis and Wage Structure will be an important component of the library's financial planning so McCully would like to discuss that project with the Personnel Committee before discussing short and long term financial goals/strategies.

Personnel:

All job descriptions will be submitted to the Personnel Committee for final review in February.

Kathryn O'Connor, Director of Compensation Services, at HR Source and McCully have concluded the 2022 Benchmark Analysis project. This project will help the Library to establish an up to date pay grade system and competitive wage structure that takes into account the new budgeting category for BPL of \$1M+. The analysis will factor in increasing minimum wage rates and cost of living. The goal of the project is to determine a wage structure that is competitive geographically and within the library marketplace. McCully looks forward to discussing this project with the Personnel Committee in February.

McCully shared that she celebrated her 15 year anniversary with the Library on January 23. During her time at the Library, she has worked as a Reference Assistant, Teen Services Coordinator, Adult Services Supervisor, Associate Director, and now as the Library Director.

Briana Schott will celebrate her fifth anniversary with the Library on January 24. She has worked as a Reference Assistant, Marketing Assistant, and now as the Adult Services Program Assistant during her time at the Library. Briana excels at creating and maintaining positive relationships with everyone she comes across at the Library. She regularly collaborates with all library departments and has provided invaluable assistance with the Adult Services Department during a time of transition.

McCully reported that she is thrilled to announce a candidate for the Adult Services Supervisor position has been hired. Rebecca (Becca) Maree received her BA from Illinois State University and her MLS from the University of Illinois. She is currently working as a Program Coordinator at the Mahomet Public Library. Becca has a background in academic, public, zine, and jail librarianship. The BPL hiring committee unanimously agreed that she will be an excellent fit for our leadership team and library community. Everyone is looking forward to welcoming Becca on February 14!

Policy:

Review is needed for *Serving Our Public 03-15-Circulation*- Add lending policies for the new video game collection and update loan period for DVD series check outs. Consider adding the option for non-resident library card purchasing for residents in new, unserved

areas with Bourbonnais addresses. Also, review is needed for *Trustees & Legal Requirements 01-09-Organizational Chart*- Update title for Custodian to Facilities Coordinator.

Continuing Education:

There is an upcoming three-part training with readers' advisory and collection development experts, Becky Spratford and Robin Bradford. This training will help teach tangible skills to help build enthusiasm for diverse books and collections, deepen advisory service while incorporating equity, diversity, and inclusion principals, and encourage steps to become stewards of an anti-racist mindset at BPL. This training will include two prerecorded presentations, one from each presenter, and a live question and answer session via Zoom for staff members on February 25, 2022, and for board members on February 28, 2022. McCully will send the prerecorded sessions to trustees soon. McCully requests the board watch both sessions and submit any questions for Becky by February 17, 2022. A google form where questions can be asked anonymously will be included with the session links.

Building and Grounds:

Twelve new, nesting conference room tables were added to the White Oak Room and sixteen new, wheeled chairs were added to the Adult Computer Area. The new furniture is more mobile and efficient to clean. McCully plans on getting an estimate to add similar tables to the Cardinal Room next fiscal year.

Precision Piping replaced the toilet in the men's patron restroom due to reoccurring issues with clogging and malfunctioning.

Technology:

After working with the new website design team, OC Creative, over the last few months it has been determined that it is necessary to fully rebuild the content management system for the BPL website. This will alleviate most of the ongoing issues with malfunctioning updates and website plug-ins. This work will occur mostly on the backend of the website, meaning that the design and public side of the website should see very little change.

Over the next month, the Library will add a new laser jet patron printer in the Adult Computer Area and three laser jet staff printers. Most of these printers are over five years old and have started to have reoccurring issues due to regular usage.

Programming:

Upcoming programs include Happy Australia Day at 1:00 p.m. on Wednesday, January 26, An Evening With Silvia Moreno-Garcia at 7:00 p.m. on Wednesday, January 26, Celebrate Korean New Year at 6:00 p.m. on Tuesday, February 1, Sweetheart Tea Party at 2:00 p.m. on Tuesday, February 9, BOOKWORMS at 4:00 p.m. on Monday, February 14 and Monday, February 28, Evening Yoga at 6:00 p.m. Thursday, February 10 and Thursday, February 24, Novels @ Night at 6:00 p.m. on Wednesday, February 16, Salty & Sweet at 11:15 a.m. – 3:00 p.m. on Friday, February 18,

Committee Reports:

Personnel: Meeting in February to discuss updated job descriptions, Compensation Analysis, & 2022-23 Wage Scale.

Finance: Meeting in February to discuss summary from financial consulting project.

Policy: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Discuss Library Response to Illinois COVID-19: McCully shared that she was very proud of the library staff. The last few weeks have been difficult and challenging because of staff and staff family members being affected by COVID-19. Employees worked very hard during this time and library services were not suspended. Because of current COVID-19 numbers, Storytimes have been put on pause. Adult and teen activities continue with spacing. Children activities require registration or programs may have a limit to numbers in attendance. Curbside pick-up is still available for patrons, and the Library continues to follow the CDC and IDPH Guidelines. McCully will monitor this ongoing situation.

New Business:

Review, Discuss, & Approve commercial cleaning estimates: McCully reported that Facilities Coordinator, Bill Johnson, has been off work for an extended period. She contacted two commercial cleaning companies, Kleener, LLC and Touch of Glass, requesting bids for cleaning the library facility. Kleener, LLC submitted the needed paperwork on time. Their bid was for three days a week (M, W, F) for a total of twelve times a month for \$1,976 a month or \$23,000 a year. The cost can be paid month to month. Stringer made a motion to authorize McCully to hire Kleener, LLC for an amount not to exceed \$25,000. Hofman seconded the motion, Blankestyn, Hendrick, Hofman, Stringer, Wright, and Stejkowski voted yes. Trustee Smead was absent.

Discuss & Approve commercial insurance package: McCully reviewed the insurance package from Cook and Kocher Insurance Group, Inc. She summarized the type, description, and amount of coverage and reviewed the premium summary breakdown comparing 2021-2022 to 2022-2023. Blankestyn made a motion to approve the insurance package. Stringer seconded the motion. Blankestyn, Hendrick, Hofman, Stringer, Wright, and Stejkowski voted yes. Trustee Smead was absent.

Review & Discuss *Serving Our Public 4.0 Standards for Illinois Public Libraries Summary & Checklist Chapters 5-7*: McCully led a discussion of these chapters using the checklist provided at the end of each chapter.

Public Comment: None.

Adjournment: Hofman made a motion to adjourn the meeting at 7:52 p.m. Hendrick seconded the motion and it passed with a vote of all ayes. Trustee Smead was absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary