

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
January 25, 2021**

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 25, 2021.

Trustees present: David Stejkowski, Deborah Hendrick, and Ellen Stringer attended in person. Mary Kay Blankestyn, Laura Contreras, Laurie Hofman, and Judith Smead attended via ZOOM.

Also present: Library Director Kelly McCully attended in person.

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

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held December 21, 2020. Stringer made a motion to accept the minutes as presented. Blankestyn seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

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

Financial Report: Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Stejkowski seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. The balance sheet is tracking at 42.8% and will be submitted to the auditor.

Director's Report: Deadlines: March 15, Per Capita Grant application due. April 6, Consolidated Election. April 30, Last day for filing Statement of Economic Interests with County Clerk.

CURE Program: McCully shared that the Library received a check for \$3,973.82 from the CURE Program (a federal reimbursement project which is funded from the Coronavirus

Relief Fund). This money was reimbursement for supplies and materials purchased during the COVID-19 pandemic including PPE, plexiglass, and curbside signage materials.

Marketing: There are currently 1,443 people on the library email list. The Library has 2,276 followers on Facebook and 742 followers on Instagram (a bar graph was included showing marketing stats).

New Logo: The Marketing Team will be phasing in the new library logo throughout February. Look for updates to the library's website, social media platforms, virtual programming, digital signage, staff t-shirts, and BOOKbonnais materials displaying the new library branding. McCully included a logo style/color sheet for Board members.

Adult Services: The adult collections are areas of the Library where not being able to browse materials in person did have an impact in November and December during the library's phase of curbside services (a bar graph was included showing Circulation Statistics). McCully looks forward to seeing these circulation statistics increase as patrons can now browse the Adult Fiction shelves and face-out shelving in the New Fiction/Large Print/Non-Fiction Area.

The Winter Reading Challenge is using the virtual program, Read Squared, to track reader progress and to enter for the chance to win some great prizes. There are currently over 90 participants involved in this program that have read over 300 books to date. Patrons can visit the BPL Winter Reading webpage for further information.

Youth Services: The Youth Services Team will be offering virtual programs (via ZOOM) including a Winter Story Contest for kids and teens up to age 18, Big Kid Books Live for kids 3 and up January 11 through February 22, Sweetheart Games on February 9, and Winter Storytimes January 11 through February 23.

Circulation Services: Magna Point of Sale software was installed on three terminals at the Circulation and Information Desks. The project was approved by the Board in November 2019, but the vendor, TBS, ran into compatibility issues between the point of sale software and our patron record software. The issues have been resolved. The new software and registers were installed by TBS on December 30. The Library is finally able to retire the pen and paper record keeping system for fines and fees.

Technical Services: 222 new items were added to the collection.

Building and Grounds: Allers Aluminum Products, Inc. performed some gutter repairs to the north side of the building. These repairs will help with overall drainage and alleviate some of the ice build up during the winter months.

Digital Sign: The digital sign will be getting a new full-color face from Friendly Signs that includes the library's new logo.

KALA: McCully presented a talk on statistics and statistical analysis at the last Kankakee Area Library Association's virtual meeting on January 7. She shared information on what library statistics show, how to compile data, and how to use that data to share a library's story. The fiscal year infographic for BPL received a lot of compliments from other local librarians and library leaders.

Committee Reports:

Personnel: None.

Finance: None.

Policy: Set date to review *Trustees & Legal Requirement* policies. McCully will email Hendrick with possible dates for this meeting.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: None

New Business:

Discuss & Approve Opening of New Midland Bank Account for Credit Card Transactions: McCully led a discussion concerning opening a separate account for credit card transactions. This would be a special purpose account with no additional fees. The advantage to this would be if the current account were to be compromised the entire account would not have to be shut down. Hofman made a motion to open a separate account at Midland Bank for credit card transactions. Smead seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Discuss License Plate Renewal Stricker Services: McCully led a discussion and the Board reviewed a handout outlining information concerning the library's responsibilities for

offering license plate renewal sticker services. Not all DMV services would be offered. Although there would be some advantages to offering this service, Board members had several concerns. Consensus of the Board was to put this item on hold and revisit the idea when things return to normal.

Review & Discuss *Serving Our Public 4.0 Standards for Illinois Public Libraries*
Summary & Checklist *Chapters 3-8*: Prior to the meeting, Board members were asked to review Chapters 3 through 8 of *Serving Our Public 4.0 Standards for Illinois Public Libraries*. McCully led a discussion of these chapters using the checklist provided at the end of each chapter. The Board will review and discuss Chapters 9 through 13 at the February meeting.

Public Comment: None.

Adjournment: Hendrick made a motion to adjourn the meeting at 7:46 p.m. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary