

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
January 28, 2019**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:00 p.m. on January 28, 2019.

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

Also present: Library Director Kelly McCully.

President's Report: Stejkowski reported on his recent trip to Asia and was glad to be able to return in time to make tonight's meeting.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held December 17, 2018. Smead made a motion to accept the minutes as presented. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

Correspondence & Communications and Public Comment (action items only): A thank you note was received from the library staff expressing appreciation for the nice holiday party.

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, Smead, and Stringer voted yes. Trustee Hofman was absent. The balance sheet will be submitted to the auditor.

Director's Report:

Deadlines: February 1, Last day to send the list of those required to file a Statement of Economic Interest to the County Clerk (Submitted).

Marketing: The Library sent out two email blasts in December. Currently 877 people are on the library email list. There are 1,324 likes on Facebook, and 265 followers on Instagram.

Travel Program: McCully presented a French travel program on Tuesday, January 22. There was a nice turn out despite the inclement weather. Several of the attendees expressed interest in the library presenting more travel related programming.

Mad Hatter's Tea Party: The Library held a tea party and story time on Saturday, January 19. Youth Services Assistants, Raegan and Kat, shared stories, tea time etiquette, and an "unbirthday" celebration.

Community Project: The Library will once again participate as a stop on The Chocolate Tour, February 2, 2019, presented by the Village of Bourbonnais and the Bourbonnais Township Park District. The 350 tickets that were available have been sold out. The Library stop will include chocolate-covered salted caramel dipped marshmallow pops handmade by the Friends of the Bourbonnais Library. Staff members will also be in attendance to promote library services and programs. This year's tour stop will be held in the Library instead of the White Oak Room so participants can see more of the library facilities.

Trustee Training: Each year as part of the Per Capita Grant requirements, trustees are asked to complete training. This year trustees are required to review chapters 6-10 of the "Trustees Facts File Third Edition" published by the Illinois State Library. Trustees will be discussing Chapter 9, "Facilities". Director McCully included a link to access the digital copy.

Illinois Trustee Forum Workshop: There will be an Illinois Trustee Forum Workshop on Saturday, March 16, 2019, at the Chicago Marriott Oak Brook. Board members need to contact Kelly if they are interested in attending. Registration fees and mileage will be paid for by the Library.

Committee Reports:

Personnel: None.

Finance: None

Policy Committee: Schedule Meeting to Discuss Policy 03-15 *Circulation*. McCully will email committee members with possible dates for this meeting.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: None

New Business:

Discuss Point of Sale System: McCully shared with Board members that the Magna POS System from Today's Business Solutions Inc. which was approved at the November Board meeting is not compatible with the Library's current circulation system. TBS will continue to work on a solution to this problem. McCully will keep the Board informed of any updates.

Discuss Website Redesign: McCully reported that there has been a delay in the website redesign by LinkPoint Media. The company lost a project manager. McCully will continue to communicate with LinkPoint who signed a contract and was paid half of their proposal amount.

Approve Commercial Insurance Package: McCully explained the renewal comparison for the Commercial Insurance Policy through HomeStar Bank. The policy covers property (including the new digital sign), general liability, and workmen's compensation. Stringer made a motion to approve the Commercial Insurance Policy as presented. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

Review and discuss Chapter 9, "Facilities", of the *Trustee Facts File Third Edition*: McCully led a discussion of this chapter. Major topics included evaluating library facilities and guidelines, deciding to build, and funding a building program. McCully noted that the library's current mortgage will be paid off in 2023.

Weather Closures: There was a brief discussion about weather related closures of the Library. The consensus of the Board is to continue the practice of closing the library when schools are closed or closing the Library early if extreme weather conditions develop. This is in consideration of patrons and library employees, many of whom travel a distance to and from work.

Public comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:51 p.m. Contreras seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary