

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
October 15, 2018**

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 October 15, 2018.

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

Also present: Library Director Kelly McCully.

President's Report: Stejkowski stated that he and Youth Services Supervisor, Rory Parilac, will be part of a trivia team at Bishop McNamara High School this weekend.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held September 17, 2018, and the minutes of the Policy Committee Meeting held October 3, 2018. Smead made a motion to accept all the minutes as presented. Hofman seconded the motion and it passed with a vote of all ayes.

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 bills as presented. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. The balance sheet will be submitted to the auditor.

Director's Report:

Marketing: Currently 858 people are on the library email list. There are 1,263 likes on Facebook, and 223 followers on Instagram. Director McCully and Samantha Wilhoyt, Circulation Supervisor, will be attending the Village of Bourbonnais Community Open House on Wednesday, October 24.

Illinois Library Association Annual Conference: Director McCully attended the Illinois Library Association Annual Conference held October 9-11 at the Peoria Civic Center.

Building & Grounds: On Friday, October 5th, Holohan Heating toured the Library's HVAC system to give an estimate for fall furnace/boiler maintenance.

Precise Painting will be replacing damaged siding and repainting the exterior west wall of the building. They will also repaint the interior entrance and lobby areas of the Library.

Scarecrow Hollow: The Library's scarecrow, *Scary Potter*, is located at spot #85 at Scarecrow Hollow located on the Perry Farm. A hot chocolate bar was held on Saturday, October 13, at our scarecrow location.

Service Days: Volunteer service hours are a requirement for civics classes at BBCHS. This has resulted in a high demand for volunteer service hours at the Library. To help with this, the Library will offer service days for local high school students. Volunteers will assist library staff with special projects, be introduced to library services, and learn how the Library works in/with the community. Rory Parilac, Youth Services Supervisor, will lead this program.

One Book, One Community: One Book, One Community is a countywide initiative to promote literacy and library programming during the month of October. The Kankakee Area Library Association has chosen westerns as its theme for this year.

Security cameras: Midwest Integrated Solutions has started running lines for the new security cameras.

Per Capita Funding: Per Capita Grant funding was received on October 3, 2018, in the amount of \$30,302.50.

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 "Trustee Facts File Third Edition" published by the Illinois State Library. Trustees will be discussing Chapter 7, "Planning". Director McCully included a link to access the digital copy.

Committee Reports:

Personnel: None.

Finance: None

Policy Committee: Meeting held October 3 will be discussed under new business.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: Discuss and approve renewal of health insurance policy: Director McCully reviewed the current health insurance policy and led a discussion of premium information and comparison charts. Smead made a motion to continue with the current insurance provider. Blankestyn seconded the motion and it passed with all ayes.

New Business:

Approve Policy Committee recommendations: Director McCully reviewed the minutes from the Policy Committee meeting, including the Security Camera Policy. Stejkowski made a motion to accept the Policy Committee recommendations including the Security Camera Policy. Contreras seconded the motion and it passed with all ayes.

Approve point-of-sale system: Director McCully explained the Magna POS System quote from Today's Business Solutions Inc. This system would be paid for by Per Capita Grant funding. These funds must be spent during this fiscal year, and can be used to up-grade or add new technology at the Library. After a brief discussion, Hofman made a motion to table this item till November to allow more research on the system. Stejkowski seconded the motion and it passed with all ayes.

Discuss Holiday party: The Board agreed to having a holiday party. Director McCully will check on the availability of Rigo's for Sunday, December 2.

Review and discuss Chapter 7, "Planning", of the *Trustee Facts File Third Edition*: McCully led a discussion of this chapter. Major topics included the planning process, assessing needs, goals, and objectives plus specialized planning. McCully noted that the disaster plan has been updated and the staff will be mapping out the technology plan.

Public comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 8:05 p.m. Contreras seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary