

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
October 18, 2021**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 6:43 p.m. on October 18, 2021.

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

Also present: Library Director Kelly McCully.

President's Report: None.

Executive Session: A motion was made by Smead to move into Executive Session to discuss a personnel issue at 6:44 p.m. Stringer seconded the motion and it passed with a vote of all ayes.

The regular Board Meeting moved back into session at 6:53 p.m.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held September 20, 2021. Stringer made a motion to accept the minutes as presented. Stejkowski 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 monthly bills as presented. Blankestyn seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Stringer reported that the balance sheet is tracking at 22% and will be submitted to the auditor.

Presentation of audit by Zabel & Associates (via Zoom): Joe Martin from Brian Zabel and Associates P.C. reviewed the Annual Financial Report for the year ended June 30, 2021. Martin highlighted several pages of the document. The audit showed a clean report and excellent financial conditions for the Library. Martin commended the Library for the exceptional bookkeeping records and encouraged the continuation of internal control monitoring.

Director's Report: Deadlines: November 13, Last day to adopt and publish resolution to levy .02 percent tax (Completed 6/21/21). December 7, Last day to adopt Levy Ordinance.

Finance:

The Library received a check in the amount of \$10,000 in COVID-19 Emergency Relief and Recovery through grant funding from the Illinois Humanities, the state affiliate for the National Endowment to the Humanities on September 21, 2021. These funds can be allocated towards general operating expenses.

The BPL Book Sale held September 24-25 made \$2,006.50 from book, A/V, and BookBonnais merchandise sales.

McCully shared that she plans to contact a library consultant to work on financial planning with the hope of maximizing the library's budget, appropriations, and levy. She would also like to discuss putting together a plan for future capital projects and exploring potential participation in the Illinois Municipal Retirement Fund. These items will be on the agenda for discussion at the next Finance Committee meeting.

Personnel:

All open library positions have been filled. New BPL staff members are subject to a probationary period. The probationary period is 90 days to ensure the best mutual fit for the Library and the staff member. At minimum, supervisors meet with new staff members after 30 days and 90 days to discuss any concerns, assess their training progress, and gather/share feedback.

Rory Parilac celebrated her fifth anniversary with BPL on October 11. During her time at the Library, Rory has worked as a Reference Assistant, Youth Services Program Assistant, Teen Supervisor, Youth Services Supervisor, and now Children's Services Supervisor. She has helped transform the Youth Services Area, collections, programming, and how staff interact with library youth and their families. She is an invaluable member of our leadership team!

Policy:

Each year the Policy Committee reviews one of the three sections of the Bourbonnais Public Library district policies. This year the Committee will review all policies in the *Personnel Policies* section.

Building & Grounds:

Grounds Projects: Vital Landscape, Inc. completed the landscape and patio project on Thursday, September 30. All old landscaping and rock have been removed, new plants and rock have been added, and a 12' x 34' paver patio has been installed. Vital also installed a surface mount bike rack at the west end of the parking lot walkway. We will explore furniture options for the new outdoor space in the spring of 2022.

Friendly Signs is working on installing a custom vinyl wrap for the book drop. This refresh will help mask some of the vandalism on the top of the drop, add our new logo for promotional purposes, and save the Library over \$6,000 in replacement costs.

Community Outreach:

On October 1, BPL staff members participated in the BESD53 PTA Fall Fest where they interacted with District families, handed out lots of candy, and created 37 new library cards.

Our *Magic School Bus* themed display, located in Spot #3 in front of the Perry Farmhouse, will be up through October. On October 6, Marketing Coordinator, Katey Moore, and McCully participated in the Kankakee County Chamber Business Before Hours event hosted by the Park District.

Marketing:

The Library has contracted with a new vendor for the website hosting and design. OC Creative has finished the transfer of the BPL site from our previous vendor. We selected a hosting package that includes maintenance of our site, up-to-date website security, and storage. We hope that moving to this new company will resolve issues that we have had with response time, plug-in update errors, and site accessibility. OC Creative is working on updating the library's website with current staffing, a new website accessibility tool, and other minor fixes to improve the user experience.

Programming:

Upcoming programs include Book Club at 6:30 p.m. on Thursday, October 21, Hallo-Teen Party at 3:00 p.m. on Thursday, October 28, Monster Storytime at 10:30 a.m. on Saturday, October 30, Coffee Tasting at 10:00 a.m. on Monday, November 8, Stuffed Animal Sleepover beginning at 3:00 p.m. on Monday, November 8, and Write Your Book at 1:00 p.m. on Saturdays, November 6, 13, & 20.

Continuing Education:

Director McCully attended the Freedom of Information Act (FOIA) for Public Bodies Webinar on Thursday, October 7, 2021. The session mostly served as a review of FOIA information gathered from previous trainings. The webinar emphasized that FOIA pertains to public records, not the interpretation or explanation of these records. The online seminar discussed response time, acceptable records, policies regarding FOIA, and what information must be displayed (on a website) by public bodies.

The Illinois Library Association (ILA) Virtual Conference was held October 12-14. McCully attended sessions on readers' advisory; equity, diversity, and inclusion; advocacy; strategic planning; and an excellent session on the division of responsibilities between library boards and administration. She is checking with the presenters of the session to see if it is allowable to share the recording of this session and presentation slides with BPL Trustees.

Book Sale:

The Library held its first BPL staffed organized book sale on September 24-25. McCully acknowledged the hard work that went into planning, organizing, promoting, and hosting this sale. Staff members worked as a team to ensure this two-day sale was a success. Special acknowledgement should be given to Adult Services Supervisor, Cassidy Steinke, who led this project. Proceeds from the sale will go towards library programs and services.

Committee Reports:

Personnel: None.

Finance: Schedule meeting to discuss 2022-23 Levy Ordinance. McCully will arrange a time with Stringer for this meeting.

Policy: None.

Building and Grounds: Meeting October 18 at 6:00 p.m.

Long Range Planning: None.

Unfinished Business:

Discuss Library Response to Illinois COVID-19: The Library continues to follow the CDC Guidelines. McCully shared that she was approached by an independent contractor asking to hold a Covid vaccine clinic at the Library. McCully did not agree to this

arrangement. The consensus of the Board was to agree with McCully's decision. There are many places readily available in Bourbonnais and the surrounding area for vaccines to be administered.

New Business:

Discuss holiday party: After a brief discussion, the consensus of the Board was to not have a Staff Holiday Party again this year due to COVID-19 restrictions. McCully suggested a spring or summer family picnic that can be held safely outside. This idea will be discussed again at a later date.

Review and discuss *Chapters 1-2 Core Standards & Governance and Administration of the Serving Our Public 4.0 Standards for Illinois Public Libraries*: Each year as part of the Per Capita Grant requirement, trustees review *Serving Our Public 4.0 Standards for Illinois Public Libraries*. McCully reviewed Chapter 1 which detailed the twenty-three Illinois Public Library Core Standards and went over the Governance and Administration checklist in Chapter 2.

Public Comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:53 p.m. Wright seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary