

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
November 15, 2021**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 6:40 p.m. on November 15, 2021.

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

**Also present:** Library Director Kelly McCully.

**President's Report:** None.

**Secretary's Report:** The Board reviewed the minutes from the Building & Grounds Committee Meeting, the regular Board Meeting, and the Executive Session all held October 18, 2021. Hofman made a motion to accept all the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes. Trustee Blankestyn was absent.

**Correspondence & Communications and Public Comment (action items only):** Thank you notes were received from Deiters & Todd Consulting and from Vital Landscape, Inc. expressing appreciation for the library's patronage.

**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. Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Blankestyn was absent. Stringer reported that the balance sheet is tracking at 33.6% and will be submitted to the auditor.

**Director's Report:** Deadlines: December 7, Last day to adopt Levy Ordinance. December 27, Last day to file Audit Report and Annual Financial Report with Comptroller and County Clerk. December 28, Last day to file certified copy of Levy Ordinance with County Clerk.

**Finance:**

The FY2022-23 Levy Ordinance will be presented to the Finance Committee for review. BPL is requesting a total Levy of 104.9% of the FY2021-22 tax distribution.

McCully signed a contract with Deiters & Todd Consulting to work with Alex Todd to evaluate the library's financial resources, maximize the budgeting process, and to gain a more comprehensive understanding of the budget and levy system for Illinois library districts. A meeting was held on November 5 to discuss the library's upcoming levy. McCully looks forward to sharing more information with the Board after upcoming meetings where revenue forecasting and strategies for long-term budget planning will be discussed.

**Personnel:**

McCully and the library staff are in the process of writing and reviewing all BPL job descriptions. McCully is meeting with each department head to review their job descriptions, their assistants' descriptions, and gather suggestions for edits and additions. The Library Director job and the Custodian job descriptions will be sent to HR Source for additional review and assistance. All job descriptions will be submitted to the Personnel Committee for final review. This review and revision process will help the Library prepare for the benchmark analysis project detailed in the next paragraph.

McCully is working with Kathryn O'Connor, Director of Compensation Services, at HR Source on a Benchmark Analysis project. This project will help the Library to establish an up-to-date pay grade system and competitive wage structure. This was last completed in 2019. 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.

**Policy:**

Review is needed of *Serving Our Public 03-15-Circulation*- Add lending policies for the new video game collection and update loan period for DVD series check outs.

**Building & Grounds:**

Friendly Signs is scheduled to add permanent curbside signage to two spaces in the parking lot. Two aluminum signs will be installed on posts indicating curbside pick-up. Curbside pick-up services continue to be offered as a convenience and safety option for library patrons.

**Continuing Education:**

The Library will be closed on Friday, December 3, for a staff training day. In the meeting, library staff will attend a virtual training session on Compassion Fatigue

presented by Ryan Dowd of the Homeless Library Training Institute. In the afternoon, staff will participate in job shadowing in different library departments, a shelving decathlon challenge, library ambassador training, and some team building exercises.

McCully has scheduled a 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 one prerecorded program 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 included an attached program proposal with further details and bios for the presenters.

**Professional Committees:**

Illinois Libraries Present is a joint programming initiative with a mission to provide high-quality events at equitable prices for member libraries of all sizes and budgets. McCully has been selected to be part of the Data & Numbers Committee that will collect and analyze statistics for ILP events, work with the Programming Committee to create event surveys, and to complete reports for member libraries. IPL will run a six month pilot program from January-June 2022. Membership in the program will give BPL patrons access to high profile authors and speakers that would normally be cost-prohibitive for the Library to host on their own.

**Programming:**

Upcoming programs include Sir Edmund's Royal Bunny Open House from 9:00 a.m. - 9:00 p.m. on Wednesday November 17, Medicare 101 at 10:00 a.m. on Thursday, November 18, and Tech Time at 10:00 a.m. –11:00 a.m. every Tuesday.

**Committee Reports:**

**Personnel:** Schedule December meeting to review job description revisions and additions. McCully will arrange a time with Smead for this meeting.

**Finance:** Meeting on November 18.

**Policy:** None.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:**

Discuss Library Response to Illinois COVID-19: The Library continues to follow the CDC Guidelines.

**New Business:**

Approve Ordinance 21-05 *Levy Ordinance FY2022-2023*: This year's levy requests 4.9%. Wright made a motion to approve Levy Ordinance FY2022-2023. Hendrick seconded the motion. Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Blankestyn was absent.

After a brief discussion, Stringer made a motion to approve membership in the Illinois Libraries Present organization. Smead seconded the motion. Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Blankestyn was absent.

Approve BESD53 Reunification Agreement: McCully reviewed the Request for Reciprocal Reunification Agreement with Bourbonnais Elementary School District #53. Wright made a motion to approve the agreement. Hofman seconded the motion. Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Blankestyn was absent.

Approve Staff Service Awards: This item was discussed during the Finance Committee meeting. The consensus of the Board was to approve the staff awards as presented.

Review and Discuss Chapters 3-4 *Personnel & Access of the Serving Our Public 4.0 Standards for Illinois Public Libraries*: McCully reviewed the checklists for each chapter.

**Public Comment:** None.

**Adjournment:** Hofman made a motion to adjourn the meeting at 7:20 p.m. Wright seconded the motion and it passed with a vote of all ayes. Trustee Blankestyn was absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary

