

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  
November 16, 2020**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:00 p.m. on November 16, 2020.

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

**Also present:** Library Director Kelly McCully attended in person.

**Presentation of Audit by Zabel & Associates:** Joe Martin (via ZOOM) from Brian Zabel and Associates P.C. reviewed the Annual Audit for the year ended June 30, 2020. Martin highlighted several pages of the report and feels the Library is doing a great job. Due to COVID-19, his only recommendation would be to keep an eye on internal controls. Martin ended his report by commending the Library for the excellent financial and bookkeeping records.

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

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held October 19, 2020, and the minutes of the Policy Committee held November 5, 2020. Hofman made a motion to accept all the minutes as presented. Smead seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent.

**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, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent. The balance sheet is tracking slightly under 29% and will be submitted to the auditor.

### **Director's Report:**

**Deadlines:** December 1, Last day to adopt Levy Ordinance for FY2021-2022. December 14-21, Filing dates for Consolidated Election packets. December 27, Last day to file FY20 Audit Report and Annual Financial Report. December 29, Last day to file a certified copy of the Levy Ordinance with the County Clerk. December 29, Last day to file a certificate of compliance with Truth in Taxation Act. December 31, Last day for the second half year review of all closed sessions minutes. December 31, Last day to file Treasurer's Report with the County Clerk. April 6, 2021, Consolidated Election.

**Marketing:** There are currently 1,382 people on the library email list. The Library has 2,238 followers on Facebook and 693 followers on Instagram (a bar graph was included showing marketing stats).

**Adult Services:** The Adult Services Department has a variety of content available on BPL's YouTube Channel. Adult Services Supervisor Cassidy Steinke filmed a video tutorial for the library's online A-Z Resources Collection that includes information about food, culture, history, and geography in the United States and countries around the world. A video tutorial of the monthly takeaway craft is also featured.

**Youth Services:** The Youth Services Team promoted a Spooky Stories contest in October and received six submissions from tweens. The winning story was read in a video posted to BPL's social media platforms. Each participant received a letter of recognized for submitting their story.

Throughout the school year the Youth Services Department offers opportunities for local high school students to earn volunteer credit by helping with projects throughout the Library. This year students will be offered volunteer credit for

submitting book reviews to Youth Services Supervisor Rory Parilac. The Library has had two students take advantage of this opportunity already.

**Circulation Services:** Materials quarantine has been updated from seven days to three as recommended by RAILS. This has helped considerably with local inventory and reducing overdue materials notification questions. Fines are not assessed during the quarantine period.

The Library returned to a curbside service only model Thursday, November 12, due to the COVID-19 mitigations in our region and increasing metrics in Kankakee County. By request, we will extend expired patron cards until December 31. For new patrons, the Library will offer virtual card registration services.

Circulation Services will continue to think carefully and creatively about offering library services to patrons including curbside delivery of printing and faxes.

**Technical Services:** 497 new items were added to the collection. 407 items were weeded from the collections.

Tech Services Supervisor Kris Weybright continues to clean up spine labels and shift in nonfiction. This month she finished Dewey areas 948 – 999, completing her large project in nonfiction. She will begin a similar project in Juvenile Nonfiction next.

There are many locations for items in the Youth Services Area. These locations, including Holiday Books, Favorite Friends, Toddler Books, and others, make browsing easier but can make it difficult for staff members and patrons to find items when searching by call numbers. Kris often comes up with creative ways to guide patrons to these locations. Recently, she added a “Fave Friends” description to each item record located in the Favorite Friends section, making these books easier to find when searching for their location in the card catalog.

### **Committee Reports:**

**Personnel:** None.

**Finance:** Meeting held November 16, 2020, at 6:00 p.m.

**Policy:** Meeting held November 5, 2020, at 1:00 p.m.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:**

Discuss Library Response to Illinois COVID-19: Due to the COVID-19 mitigations in Kankakee County and after consulting with Board President Stejkowski, the Library returned to a curbside only model on Thursday, November 12. McCully will continue to monitor the situation.

**New Business:**

Approve Ordinance 20-05 *Levy Ordinance FY2021-2022*: This year's levy requests 4.8%. Stringer made a motion to approve Levy Ordinance FY2021-2022. Blankestyn seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent.

Approve Personnel Policy 02-14 *Dress Code*: McCully reviewed Policy 02-14 Dress Code for employees. Smead made a motion to approve Policy 02-14 as recommended by the Policy Committee. Blankestyn seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent.

Approve Staff Service Awards: McCully reported that there is \$3,475 available for Staff Service Awards. Due to COVID-19 restrictions, there will be no Staff Holiday Party this year. The Finance Committee recommends giving additional funds usually used for the Staff Holiday Party to the employees. Staff Service Awards would total \$4,225. Hofman made a motion to approve the Staff Service Awards. Stejkowski seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent.

Discuss Alternate Options for Holiday Party: This item was discussed during the Finance Committee meeting.

**Public Comment:** None.

**Adjournment:** Hendrick made a motion to adjourn the meeting at 7:28 p.m. Hofman seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary