

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
November 18, 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 November 18, 2019.

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

Also present: Katelyn Moore, Marketing and Outreach Coordinator. Library Director Kelly McCully was absent.

President's Report: Stejkowski noted there was a quorum present and thanked Vice President Blankestyn for presiding over the October Board Meeting in his absence.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held October 21, 2019, and the Finance Committee Meeting held November 15, 2019. Hofman made a motion to accept all the minutes as presented. Contreras 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. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. The balance sheet is tracking at 38% and will be submitted to the auditor.

Director's Report:

Katelyn Moore, Marketing and Outreach Coordinator, gave the Director's Report.

Deadlines: December 3, Last day to adopt a Levy Ordinance. December 27, Last day to file Audit Report and Annual Financial Report with Comptroller and County Clerk.

Marketing: There are currently 1,259 people on the library email list. The Library has 1,815 likes on Facebook, and 468 followers on Instagram.

There are now two Little Free Libraries in Bourbonnais. The second LFL was installed at the south end of the Municipal Center pond. The library will be replenished and sorted on a weekly basis. A joint press release with the Village of Bourbonnais ran October 29 on social media and in the Country Herald on October 30.

Technical Services:

460 new items were added to the collection in October 2019.
1,157 items were deleted (high number due to nonfiction weeding project).

Circulation Services:

91 new library cards were created in October 2019.
18,080 physical items circulated in October 2019.

October Circulation Statistics for KALA Public Libraries showed Bourbonnais Public Library leading area libraries with 9,280 items circulated.

Adult Services:

Richard Lythberg visited the Library on October 2 to do a book signing for his new book. Heather from Heather's Custom Cakes hosted another program on October 10. James Joel Knapper gave a presentation about Women in NASA on October 22.

Cassidy won a set of books for her Tuesdays with Books book club discussion group.

Adult Services staff members have started visiting Bickford House and Riverside Senior Living to offer technology assistance to their residents.

Youth Services:

The Library welcomed a new permanent resident. Sir Edmund Winterbottom of Rabbit Hall hopped into our hearts in November. Edmund, who is blind in one eye,

is a rescue bunny from the Kankakee Humane Foundation. He is a Mini-Rex that is estimated to be 2-3 years old. Stayed tuned for Sir Edmund's library adventures!

ILA: The Annual ILA Conference was held October 22-24 at the Tinley Park Convention Center. The event provided an excellent opportunity to network with library colleagues and learn about new trends and services in libraries. Conference sessions offered included statistics, marketing, collection development, community engagement, and strategic planning.

An Evening at Hogwarts: Staff members worked for months to collaborate on this after-hours event which was held October 19. The Library was transformed into a magical space for wizards of all ages to enjoy activities and treats. We had 88 muggles and wizards attend the event.

Committee Reports:

Personnel: None.

Finance: November 15, 2019, Committee Meeting. Treasurer Stringer reported on the Finance Committee Meeting and reviewed the Cost Control Worksheet for the 2020-2021 budget year.

Policy: None.

Building and Grounds: None.

Long Range Planning: Marketing Presentation by Katelyn Moore. Katey shared a presentation that summarized the Library's progress with long range planning goals and objectives relating to marketing outlined in the 2018 Strategic Plan. The initiatives of marketing were discussed during the presentation. Those initiatives include: 1) financial resources, 2) social media, and 3) marketing plans. Katey emphasized the importance of the community knowing the who, where, and what of the Bourbonnais Public Library.

Unfinished Business: None.

New Business:

Approve Ordinance 19-05 *Levy Ordinance FY2020-2021*: The Board reviewed Ordinance #19-05. This year's levy requests 4.8%. Blankestyn made a motion to

approve Levy Ordinance #19-05. Smead seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Approve Staff Service Awards: The budget for the Staff Service Awards is \$3,475 for 30 employees. Hendrick made a motion to approve the Staff Service Awards as presented. Contreras seconded the motion and it passed with a vote of all ayes.

Adjournment: Blankestyn made a motion to adjourn the meeting at 7:38 p.m. Hofman seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary