

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
December 16, 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 December 16, 2019.

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

Also present: Library Director Kelly McCully.

President's Report: Stejkowski reported that he will have a medical procedure in mid-January. He expects to attend the regularly scheduled Board Meeting on January 27, 2020. In the event that he is not able to attend due to his medical recovery, he has notified Library Director Kelly McCully and Board Secretary, Debbie Hendrick, per Library Policy 01-14 that he may attend by telephone or video conference.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held November 18, 2019. Stejkowski made a motion to accept the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes.

Correspondence & Communications and Public Comment (action items only): A thank you note was received from John Wolfe expressing appreciation for the nice holiday party.

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 well and will be submitted to the auditor.

Director's Report:

Deadlines: December 27, Last day to file Audit Report and Annual Financial Report with Comptroller and County Clerk. January 15, Per Capita Grant Application due.

Marketing: There are currently 1,273 people on the library email list. The Library has 1,901 likes on Facebook (86 new), and 489 followers on Instagram.

Inspired Strategies Partnership: The Library partnered with the Inspired Strategies Agency, Olivet's student-run communication agency. ONU students Sarah Roberts, Alyssa Laidler, and Jack Neal worked directly with Marketing Coordinator, Katey Moore, to develop a consistent style guide for use in marketing library programs and services. A style guide includes guidelines for images, graphics, logo usage, and phrasing for an institution. This guide will help library staff members to create consistent content.

On December 11, Katey and Kelly attended the final presentation of the Client Portfolio & Final Report at the Inspired Strategies Agency location on the Olivet campus. They were highly impressed with the final project and the professionalism of the ISA organization and its students. Katey and Kelly look forward to a continuing partnership with the Agency and its students.

Technical Services:

308 new items were added to the collection in November 2019.

540 items were deleted (high number due to a continued nonfiction weeding project).

Technical Services Supervisor, Kris Weybright, has worked very hard to weed, clean up call numbers, and shift in the nonfiction collection. This is a large project, and she is currently working in the 360's.

Circulation Services:

Circulation Supervisor, Samantha Wilhoyt, has started collecting information for a staff reads recommendation project. Stay tuned for more information and extended readers' advisory services at the Library.

The number of patrons that have been forwarded to Tek Collect for funds recovery services for missing or lost items has decreased significantly. This is

likely due to a more streamlined, automated contact system and the Library's acceptance of credit card payment.

Adult Services:

The Library will host its first Winter Read Program for adults January 6 – February 29. This program will offer patrons a fun reading challenge and inspire them to keep reading during the cold, winter months. Participants can earn entry to three prize raffles when they complete winter reading bingo cards that will be distributed from the Information Desk. Adult Services staff will host a Winter Reading Kick-Off event on Monday, January 6, from 2-3:30 p.m.

Adult Services staff members have delivered large-print books that have been weeded from the library's collection to Bickford House, a local assisted-living facility. Adult Services Supervisor, Cassidy Steinke, also organized Bickford's library to help give residents improved access to materials.

Youth Services:

The Library hosted a Stuffed Animal Sleepover on November 25. Children dropped off their stuffed toys after the evening story time program. Youth Services staff entertained the toys with a dance party, movies, and snacks. When the party got a little too out of hand, our friends from the Bourbonnais Police Department stopped by to get the crowd back under control. The toys were sent back to their homes the next day with a photo souvenir of the overnight adventures at the Library.

The library elf, Candy Cane, has returned for the holiday season. Candy Cane is mischievous and enjoys hiding around the Library. Children that find Candy Cane in the Library will receive a treat when they stop by the Circulation Desk. Parents are encouraged to share pictures taken with Candy Cane on social media with the hashtag #bourbonnaispubliclibrary.

New Online Resource:

Creativebug is the library's newest online resource that gives patrons unlimited access to thousands of arts and crafts classes for all skill levels. Creativebug can be accessed by visiting the library's website and clicking on the "Learn" section

under the Resources tab. In January, Consumer Reports will also be available to patrons using the library's website.

Committee Reports:

Personnel: None.

Finance: None.

Policy: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: None.

New Business:

Review minutes of closed sessions: There were no closed session minutes to review.

Public Comment: Trustee Hofman reported on the positive feedback from preschool teachers at Alan Shepard Elementary School. The teachers appreciate the librarians coming into their classrooms and sharing stories. The students love it, too.

Adjournment: Hofman made a motion to adjourn the meeting at 7:13 p.m. Hendrick seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary