

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
December 17, 2018**

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 17, 2018.

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

Also present: Library Director Kelly McCully.

President's Report: Stejkowski commented on the wonderful holiday party and the great job Kelly and the library team did to make the evening enjoyable for all who attended.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held November 19, 2018. Blankestyn made a motion to accept the minutes as presented. Stringer seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

Correspondence & Communications and Public Comment (action items only): A thank you note was received from John Wolfe 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. Stejkowski seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Smead, and Stringer voted yes. Trustee Hofman was absent. The balance sheet will be submitted to the auditor.

Director's Report:

Deadlines: December 10 – 17, Filing period for the candidates seeking election in the April 2, 2019, Consolidated Election. December 26, Last day to file certificate of compliance with Truth in Taxation Act (done). December 26, Last day to file a certified copy of levy ordinance with County Clerk (done). December 27, Last day

to file Audit Report with County Clerk (done). December 27, Last day to file Annual Finance Report with Comptroller (auditors submit this). December 31, Last day for the second half year review of the minutes of all closed sessions. January 15, FY2019 Per Capita Grant Application due.

Marketing: Currently 878 people are on the library email list. There are 1,319 likes on Facebook, and 244 followers on Instagram. The Library was featured in the School News section of the December 4, 2018, edition of The Herald with photos and a caption about the Firefighter Storytime held at the Bourbonnais Fire Protection District on November 28.

Elf on a Library Shelf: Library patrons are invited to follow the adventures of Candy Cane, the library's Elf on a Shelf, by following the Library on Facebook and Twitter. Snap a photo with Candy Cane in the Library to receive a peppermint treat during the month of December.

BPL Reads: A monthly staff book review, BPL Reads, is being posted on social media.

Com Ed Energy Efficiency Program: A Facility Assessment was completed by ComEd Energy Engineer, Camilo Uzquiano, and Lighting Designer, Sumi Han, in November. They presented the library's history of energy consumption and offered suggestions for even more efficiency in power usage. Camilo will finalize the Facility Assessment Summary that will be used as a guide for project estimates to switch all interior and exterior lighting to LED. The project is estimated to save the Library \$8,000 per year in energy costs. McCully will present the final Facility Assessment at the January 2019 meeting.

Holiday Closures: The Library will be closed Monday, December 24, and Tuesday, December 25, for the Christmas holiday and Monday, December 31, and Tuesday, January 1, for the New Year's holiday.

Committee Reports:

Personnel: None.

Finance: None

Policy Committee: None

Building and Grounds: None.
Long Range Planning: None.

Unfinished Business: None

New Business:

Review minutes of closed sessions: McCully shared that there was only one closed session. A personnel matter was discussed in Executive Session on July 16, 2018. The minutes will remain closed.

Public comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:09 p.m. Stringer seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary