

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
December 20, 2021**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:01 p.m. on December 20, 2021.

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

Also present: Library Director Kelly McCully.

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

Secretary's Report: The Board reviewed the minutes from the Finance Committee Meeting and the regular Board Meeting both held November 15, 2021. Blankestyn made a motion to accept all the minutes as presented. Hofman seconded the motion and it passed with a vote of all ayes.

Correspondence & Communications and Public Comment (action items only): A thank you card was received from the library staff expressing their appreciation for the Staff Service Awards.

Financial Report: Stringer reviewed the transactions and asked for any questions. Wright made a motion to pay the monthly bills as presented. Smead seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Stringer reported that the balance sheet is tracking at 41% 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 (filed 12/7/21). December 28, Last day to file certified copy of Levy Ordinance with County Clerk (filed 12/7/21). December 28, Last day to file certificate of compliance with Truth in Taxation Act (filed 12/7/21).

Finance:

McCully continues to discuss revenue forecasting and strategies for long-term budget planning with library consultant, Alex Todd. She is scheduled to meet with him on Tuesday, December 28, to discuss his recommendations and financial forecasting for the

Library. McCully will share those recommendations and further information with the Board in January.

Personnel:

McCully worked with HR Source to assess the Custodian position for the Library and to update its job description. The edits for the Custodian position and all other job descriptions will be submitted to the Personnel Committee for final review in January.

McCully continues to work with Kathryn O'Connor, Director of Compensation Services, at HR Source to evaluate suggested pay ranges and benchmarking for the Benchmark Analysis project. This project will help the Library to establish an up-to-date pay grade system and competitive wage structure that takes into account the new budgeting category for BPL of \$1M+. 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 for *Serving Our Public 03-15-Circulation-* Add lending policies for the new video game collection and update loan period for DVD series check outs. Also, review is needed for *Trustees & Legal Requirements 01-09-Organizational Chart-* Update title for Custodian to Facilities Coordinator.

Continuing Education:

Eighteen staff members attended the staff training day on Friday, December 3. In the morning, library staff attended a virtual training session on providing services to patrons that are homeless and compassion fatigue presented by Ryan Dowd of the Homeless Library Training Institute. In the afternoon, each library department presented an overview of their services and the “why” behind their work. Staff participated in team building exercises where they completed a shelving relay and a Show and Tell exchange.

Programming:

Upcoming programs include the Adult Winter Reading Program, December 2021 to February 2022, Winter Solstice Celebration at 3:30 p.m. to 4:45 p.m. on Tuesday, December 21, New Year’s Crafts for Kids at 1:30 p.m. on Thursday, December 30, More Than a Word, a Kanopy documentary screening at 6:30 p.m. on January 20, and Evening Yoga at 6:00 p.m. to 7:00 p.m. January 13 and January 27.

Holiday Closures:

The Library will be closed Friday, December 24, and Saturday, December 25, for the Christmas holidays and Friday, December 31, and Saturday, January 1, for the New Year's holidays.

Committee Reports:

Personnel: None.

Finance: None.

Policy: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Discuss Library Response to Illinois COVID-19: McCully reported the library staff feels comfortable with the COVID-19 procedures now in place. Curbside pick-up is still available for patrons, and the Library continues to follow the CDC and IDPH Guidelines. McCully will monitor this ongoing situation.

New Business:

Review minutes of closed sessions: McCully shared that there were two closed sessions. The director's evaluation was discussed in Executive Session on May 17, 2021, and a personnel issue was discussed in Executive Session on October 18, 2021. The minutes will remain closed.

Executive Session: A motion was made by Blankestyn to move into Executive Session to discuss a personnel issue at 7:14 p.m. Smead seconded the motion and it passed with a vote of all ayes.

Hendrick moved that the Board return to regular session at 7:29 p.m. Wright seconded the motion and it passed with all ayes.

Public Comment: None.

Adjournment: Blankestyn made a motion to adjourn the meeting at 7:30 p.m. Stringer seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary