

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  
December 21, 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 December 21, 2020.

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

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

**President's Report:** Stejkowski noted there was a quorum present and expressed how much he is looking forward to the day when the entire Board can be together in the same room.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting and the Finance Committee Meeting both held November 16, 2020. Hofman made a motion to accept all the minutes as presented. Stringer seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

**Correspondence & Communications and Public Comment (action items only):** A thank you note 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. McCully reported she has applied on behalf of the Library for \$4,000 in relief funds from the CURE Program. This program is a federal reimbursement project which is funded from the Coronavirus Relief Fund using dollars allocated to Illinois through the CARES Act. Stringer made a motion to pay the monthly bills as presented.

Stejkowski seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. The balance sheet is tracking slightly under 36% and will be submitted to the auditor.

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

**Deadlines:** December 27, Last day to file FY20 Audit Report and Annual Financial Report (submitted). December 29, Last day to file a certified copy of the Levy Ordinance with the County Clerk (submitted). December 29, Last day to file a certificate of compliance with Truth in Taxation Act (submitted). December 31, Last day for the second half year review of all closed session minutes. December 31, Last day to file Treasurer's Report with the County Clerk (submitted). April 6, 2021, Consolidated Election.

**Marketing:** There are currently 1,441 people on the library email list. The Library has 2,258 followers on Facebook and 725 followers on Instagram (a bar graph was included showing marketing stats).

**Adult Services:** The Adult Services Staff and Reference Assistance have done an excellent job creatively meeting the needs of library patrons. The Library continues to offer a notary, readers' advisory, technology help and remote printing, and faxing with safe, curbside services.

The Winter Reading Challenge will kick off in the new year. The virtual program, Read Squared, will be used to track reader progress and raffle some great prizes. Patrons will be able to check the BPL Winter Reading webpage for more information.

**Youth Services:** The Youth Services Team will offer Happy Noon Year! (via Zoom) on Wednesday, December 30, at 11:45 a.m. for children. Participants can register online. Other programs that will be offered are Winter Storytimes! and a 9 and Up Kids Book Club.

**Circulation Services:** The Library is working with PrairieCat to offer a mobile app for BPL patrons. The Capira Mobile App will allow patrons to access their accounts, search the catalog, upload a digital version of their library card, and connect to

digital resources. Further information will be released on the library's social media platforms when the app is up and running.

**Technical Services:** 433 new items were added to the collection. 203 items were weeded from the collection.

**Community Outreach:** Director McCully was asked to help judge the 2020 Village of Bourbonnais' Very Merry Holiday Coloring Contest. There were over 100 festive entries this year.

**Coming Soon!** The Library will soon offer a new video streaming resource for library patrons. Kanopy is an on-demand streaming service with a collection of thousands of movies and The Great Courses that can be viewed on televisions, tablets, and mobile devices.

#### **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 reviewed two handouts. The first, provided by Kelly Hayden from HR Source, was titled *EEOC Issues Vaccine Guidance*. The second handout was from the Kankakee County Health Department and outlined COVID-19 Vaccine Distribution in Kankakee County. McCully was pleased to report that library employees are included in Phase 2 of the vaccine allocation. She will continue to monitor the COVID-19 situation but hopes to open the Library for Grab & Go services on Monday, January 4, 2021. Curbside services will still be offered for those library patrons that are more comfortable with the current procedures.

#### **New Business:**

Approve Library Logo Redesign: McCully discussed the need for updating the current library logo, which is 8 years old. A tour of the Library was given to a representative from Pathfinder (formerly LinkPoint Media). Four identical designs were presented with variations on color and background. The library mission statement will stay the same with promotional materials highlighting the mission's *Grow-Learn-Discover* message. Contreras asked about cost. McCully will email the Pathfinder proposal to Board members. Hendrick made a motion to approve the four designs submitted by Pathfinder. Smead seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. The new logo designs will be implemented in 2021.

Review Minutes of Closed Sessions: McCully shared that there was only one closed session. A personnel matter was discussed in Executive Session on September 21, 2020. The minutes will remain closed.

**Public Comment:** None.

**Adjournment:** Blankestyn made a motion to adjourn the meeting at 7:31 p.m. Stringer seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary