

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
February 22, 2021**

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 February 22, 2021.

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

Also present: Library Director Kelly McCully attended via ZOOM.

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

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held January 25, 2021, and the Policy Committee Meeting held February 10, 2021. Smead made a motion to accept all the minutes as presented. Stejkowski seconded the motion. Stejkowski, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Blankestyn was absent.

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. Hendrick seconded the motion. Stejkowski, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Blankestyn was absent. The balance sheet is tracking at 50.6% and will be submitted to the auditor.

Director's Report: Deadlines: March 15, Per Capita Grant application due. April 6, Consolidated Election. April 30, Last day for filing Statement of Economic Interests with County Clerk.

Marketing: There are currently 1,462 people on the library email list. The Library has 2,284 followers on Facebook and 765 followers on Instagram (a bar graph was included showing marketing stats).

The Marketing Team has been hard at work adding daily content to our social media platforms and YouTube channel. From valentines, quirky history videos, Book Blurbs, and weekly story times, there is always something new and creative being shared with library patrons.

The digital sign in front of the Library has received a new full-color face from Friendly Signs that includes the library's new logo.

Adult Services: The Winter Reading Challenge is using the virtual program, Read Squared, to track reader progress and to enter for the chance to win some great raffle prizes. There are currently over 100 participants involved in this program that have read over 350 books to date. Patrons can visit the BPL Winter Reading webpage for further information.

Other virtual programs offered in March are a book discussion about *The Vanishing Half* by Brit Bennett and Coffee 101 hosted by Caleb Benoit from Connect Roasters.

Youth Services: The Youth Services Team will be offering virtual programs (via ZOOM) including Big Kid Books Live, All About Everything! Trivia for Kids, a Teen Poetry Contest, and Fantasy Fiends: A High School Book Club.

Circulation Services: McCully addressed a Google review with the following statement: We take all online reviews very seriously. We did receive a negative Google review this last month that included a photo and derogatory comments about a particular staff member. This review was left by an anonymous poster and, upon further investigation, I found claims that they made to be completely unfounded. We submitted a request to Google to remove the review since it included an unsolicited photo of a staff member, but Google rejected our request. McCully did respond to the review on Google.

Technical Services: 448 new items were added to the collection. 343 items were weeded from the collection.

Committee Reports:

Personnel: None.

Finance: None.

Policy: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: None

New Business:

Discuss and Approve Commercial Insurance Policy: McCully reviewed a summary of the Commercial Insurance Policy prepared by Cook and Kocher Insurance Group, Inc. Hendrick made a motion to approve the Commercial Insurance Policy. Stejkowski seconded the motion. Stejkowski, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Blankestyn was absent.

Approve Policy Committee Recommendations: McCully reviewed the Trustees & Legal Requirements Policies and noted changes made by the Policy Committee. Stringer made a motion to accept the Policy Committee recommendations. Hofman seconded the motion. Stejkowski, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Blankestyn was absent.

Review & Discuss *Serving Our Public 4.0 Standards for Illinois Public Libraries* Summary & Checklist *Chapters 9-13*: Prior to the meeting, Board members were asked to review Chapters 9 through 13 of *Serving Our Public 4.0 Standards for Illinois Public Libraries*. McCully led a discussion of these chapters using the checklist provided at the end of each chapter.

Public Comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:33 p.m. Contreras seconded the motion. Stejkowski, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Blankestyn was absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary