

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF  
REGULAR BOARD MEETING PROCEEDINGS  
February 24, 2020**

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 February 24, 2020.

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

**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 regular Board Meeting held January 27, 2020, and the Policy Committee Meeting held February 13, 2020. Smead made a motion to accept all the minutes as presented. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

**Correspondence & Communications and Public Comment (action items only):**  
None.

**Financial Report:** Stringer reviewed the transactions and asked for any questions. Stejkowski made a motion to pay the monthly bills as presented. Hofman seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. The balance sheet is tracking at 57% and will be submitted to the auditor. Trustee Contreras was absent.

**Director's Report:**

**Deadlines:** April 30, Last day to file a Statement of Economic Interest to the County Clerk.

**Marketing:** There are currently 1,302 people on the library email list. The Library has 1,985 likes on Facebook, and 539 followers on Instagram.

Kankakee County Chamber of Commerce: Marketing Coordinator, Katey Moore, has recently become an Ambassador for the Kankakee County Chamber of Commerce. She was featured in the latest edition of the Chamber's Monday Minute. McCully included a link of Katey highlighting weekly events throughout the county.

Business Before Hours: The Library will host a Kankakee County Chamber Business Before Hours event on Wednesday, March 11, from 7:30-8:30 a.m. Board members are invited to attend and wear their BPL polo and name tag.

### **Technical Services:**

398 new items were added to the collection in January 2020.

193 items were deleted.

Technical Services Supervisor, Kris Weybright, continues to lead the nonfiction weeding project. Currently the 700s are being evaluated.

### **Circulation Services:**

New Cards: Ninety-six new library cards were made in January. Circulation Supervisor, Samantha Wilhoyt, checks the record of every new card that is entered into the library's system and ensures that the format of the new records is consistent with PrairieCat Circulation Standards. She also double checks to make sure the holder of each new card created resides within the Bourbonnais Public Library District because there are some subdivisions in Bourbonnais that belong to the Bradley Public Library District.

### **Adult Services:**

Ten staff members are participating in the Bourbonnais Public Library Reads readers' advisory program. This program connects patrons with reading recommendations from BPL staff based on genre, read-a-likes, or category of general interest. Participating staff members are required to take continuing education training that helps to further develop their readers' advisory skills.

### **Youth Services:**

1,000 Books Before Kindergarten Program: The Youth Services Department launched their 1,000 Books Before Kindergarten Initiative in February. This program provides a fun approach to establishing strong literacy skills. Participants

receive reading logs and incentives carefully designed and chosen by the library's Marketing and Youth Services teams. The garden themed progress mural displays the little readers' flowers in bloom.

Youth Services Supervisor, Rory Parilac, has visited all ten third grade classes in Bourbonnais Elementary District #53. Rory read books and shared trivia to help connect with students, represent the Library, and promote library services. Youth Services Assistants made eight outreach visits to local childcare facilities and preschools, bringing stories to over 200 children in Bourbonnais.

**Teen Services:**

The Teen After-School Hang Out continues to be a space for junior high students to socialize with friends, play games, and make creative projects. BUGC Principal, Shannon Swilley, has been a supportive partner in helping the library staff resolve some of the behavior issues faced this year. At this point in the school year, most of the teens understand what is expected of them when they are visiting the Library after school.

**Committee Reports:**

**Personnel:** None.

**Finance:** None.

**Policy:** Policy Committee met February 13. Report will be discussed under New Business.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:**

Discuss and Approve Commercial Insurance Policy: McCully reviewed the Commercial Insurance Policy prepared by Cook and Kocher Insurance Group, Inc. Blankestyn made a motion to approve the Commercial Crime and the Abuse and Molestation Coverage quotes from Utica National. Stringer seconded the motion and it passed with all ayes. Trustee Contreras was absent.

**New Business:**

Approve Revisions to *Serving Our Public Policies*: Hendrick made a motion to approve the revisions made by the Policy Committee to *Serving Our Public Policies* 03-01 through 03-25. Smead seconded the motion and it passed with all ayes. Trustee Contreras was absent.

Approve Revisions to Personnel Policy 02-08 *Drug Free Workplace*: McCully presented an overview of the revised *Drug Free Workplace* Policy prepared by HR Source. Revisions were necessary because of the new cannabis laws in Illinois. Stejkowski made a motion to approve the revisions. Blankestyn seconded the motion and it passed with all ayes. Trustee Contreras was absent.

**Public Comment:** None.

**Adjournment:** Stejkowski made a motion to adjourn the meeting at 7:31 p.m. Hofman seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary