

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
February 28, 2022**

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 28, 2022.

Trustees present: Mary Kay Blankestyn, Deborah Hendrick, Laurie Hofman, Ellen Stringer, Amanda Wright, and David Stejkowski. Trustee Judith Smead 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 24, 2022, and the Personnel Committee Meeting held February 8, 2022. Blankestyn made a motion to accept all the minutes as presented. Hofman seconded the motion and it passed with a vote of all ayes. Trustee Smead 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. Wright seconded the motion. Blankestyn, Hendrick, Hofman, Stringer, Wright, and Stejkowski voted yes. Stringer reported that the balance sheet is tracking at 56% and will be submitted to the auditor. Trustee Smead was absent.

Director's Report: Deadlines: April 30, Last day for filing Statement of Economic Interests with the County Clerk.

Finance:

The Finance Committee will meet on Monday, February 28, to discuss the Benchmark Analysis and Wage Structure Project, proposed 2022-2023 Wage Scale, and long-term financial goals/strategies.

Personnel:

All job descriptions were submitted to the Personnel Committee for review on February 8, 2022.

The Personnel Committee met on February 8 to review the results of the 2022 Benchmark Analysis project and proposed 2022-2023 Wage Scale. The Committee recommended the benchmarking project and proposed Wage Scale for review by the Finance Committee on February 28.

The Adult Services Team added two new staff members. They are Reference Assistant, Jake Bumgardner, on Monday, February 7, 2022, and Adult Services Supervisor, Becca Maree, on Monday, February 14, 2022.

Policy:

A Policy Committee meeting will be scheduled in March 2022 to review the following policies:

Serving Our Public 03-15-Circulation- Add lending policies for the new video game collection and update loan period for DVD series check-outs. Consider adding the option for non-resident library card purchasing for residents in new, unserved areas with Bourbonnais addresses.

Trustees & Legal Requirements 01-09-Organizational Chart- Update title for Custodian to Facilities Coordinator.

Continuing Education:

Readers' advisory and collection development experts, Becky Spratford and Robin Bradford held a live question and answer session for BPL staff on Friday, February 25, 2022. This session served as a follow-up to questions that were submitted about the Actively Anti-Racist training. The goal of the training was to help teach tangible skills to help build enthusiasm for diverse books and collections, deepen advisory service while incorporating equity, diversity, and inclusion principles, and encourage steps to becoming stewards of the anti-racist mindset at BPL. Trustees will attend a similar question and answer follow-up session February 28, 2022.

Building and Grounds:

Commercial Glazing replaced the sensor on the front sliding doors on Friday, February 18, 2022. The automatic door sensors typically need to be replaced every 4-6 years.

Kleener, LLC started their routine cleaning services with the Library on February 1, 2022. They have divided the Library into five zones to balance regular cleaning with intermittent cleaning projects. McCully and staff are very pleased with their work and consistent communications.

Community Engagement:

In partnership with the Village of Bourbonnais and the Bourbonnais Township Park District, the Library participated as a stop on the 2022 Chocolate Tour on Saturday, February 5. BPL welcomed 346 participants to the *Willy Wonka* themed stop. Unofficial feedback reported BPL was “the best stop on the tour!” The Adult Services, Youth Services, and Marketing Departments all worked very hard to make this a magical experience for the Tour participants.

Village of Bourbonnais Campus Unveiling:

McCully attended the Village of Bourbonnais Business After Hours event on Thursday, February 24, where the Community Campus design was debuted. McCully looks forward to watching the progress on this \$20M project that will create performance and recreational spaces for the community. The plan appears to be rife with future partnership opportunities and benefits for the community.

Programming:

Upcoming programs include the following: LUCKY CRAFT! For Kids at 10:30 a.m. on Saturday, March 5; Zero Waste Living at 6:00 p.m. on Monday, March 7; Read Between The Lines Book Club at 10:00 a.m. on Tuesday, March 8; Family Trivia Night at 6:00 p.m. on Tuesday, March 8; We Are Aliens at Olivet’s Planetarium from 6:00 p.m. to 7:00 p.m. on Friday, March 11.

Committee Reports:

Personnel: Committee met February 8, 2022.

Finance: Committee met February 28, 2022.

Policy: Committee will be meeting in March.

Building and Grounds: None.

Long Range Planning: None.

Trustee Training: *Actively Anti-Racist Library Services to Leisure Readers* discussion with Becky Spratford (via Zoom): Becky Spratford, Readers’ Advisor and collections expert, met via Zoom with the Board after they watched two prerecorded online presentations

by Robin Bradford and Spratford on Actively Anti-Racist training. During the 45-minute session, Spratford answered questions previously submitted by Board members.

Unfinished Business:

Discuss Library Response to Illinois COVID-19: Following IDPH Guidelines, masks are now optional for library patrons. Library employees are still asked to wear a mask on a lanyard and use the mask when interacting with library patrons who choose to wear face coverings. Storytimes for children will resume in April.

New Business:

Approve recommendations from Personnel Committee and Finance Committee: Stringer made a motion to approve the Personnel Committee and Finance Committee recommendations on the 2022-2023 Pay Grade Assignments, the updated job descriptions for library employees, and the Full-time Exempt Employee Status for the Adult Services Supervisor and Children’s Services Supervisor positions. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustee Smead was absent.

Approve Assistant Director & Job Description: McCully led a discussion pertaining to the need for an Assistant Library Director. She asked the Board to begin the thought process regarding a timeline for hiring and for working an assistant director salary into the budget. This topic will be discussed further in the near future.

Approve 2022-23 Wage Scale: Stejkowski made a motion to approve the 2022-2023 Wage Scale. Blankestyn seconded the motion. Blankestyn, Hendrick, Hofman, Stringer, Wright, and Stejkowski voted yes. Trustee Smead was absent.

Public Comment: None.

Adjournment: Blankestyn made a motion to adjourn the meeting at 8:11 p.m. Hendrick seconded the motion and it passed with a vote of all ayes. Trustee Smead was absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary