

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
April 19, 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 April 19, 2021.

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

Also present: Library Director Kelly McCully attended in person.

President's Report: Stejkowski noted there was a quorum present. Stejkowski also acknowledged the results of the April 6 Consolidated Election. He and Trustee Hofman were reelected to the Board. McCully has applications available for the remaining vacancies. Organization of the Board will take place at the May meeting.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held March 15, 2021. Stejkowski made a motion to accept the minutes as presented. Hofman seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Correspondence & Communications and Public Comment (action items only): An email was received from Carol Morse requesting the Library re-open meeting rooms. This item will be discussed under Unfinished Business.

Financial Report: Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Blankestyn seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. Stringer reviewed the Tax Computation Report received from the county. There is a 3.5% increase. The balance sheet is tracking well and will be submitted to the auditor.

Director's Report: Deadlines: April 30, Last day for filing Statement of Economic Interests with County Clerk. June 19, Last day for new Board of Library Trustees to hold first organizational meeting, execute Oaths of Office, and elect President and Secretary. June 30, Fiscal year ends.

Marketing: There are currently 1,476 people on the library email list. The Library has 2,304 followers on Facebook and 791 followers on Instagram (a bar graph was included showing marketing stats).

Marketing Coordinator, Katey Moore, did an interview with RAILS Member Engagement Manager, Dan Bostrom, in March to discuss BPL's approach to video marketing. McCully included a link for Board members to view the full recording.

In celebration of National Library Week, the Marketing Team created a series of Library Appreciation Week posts where followers could interact and share their appreciation for the Library, library services, and staff members. Lunch was also provided for the staff.

McCully shared that patrons can now go to their phone's app store and install the PrairieCat Mobile App to renew/receive library cards, renew books, and many other library services.

The BPL website received a design refresh to update the site with the new logo, fonts, and color scheme. Pathfinder completed the design work.

Adult Services: Cassidy Steinke, Adult Services Supervisor, has returned from her parental leave. McCully included a picture of the new baby, Winter.

Upcoming programs include MARVEL Trivia Night, April 23, Outdoor Book Club, May 11, and a Documentary Discussion, May 19, using the film Miss Representation on Kanopy.

Youth Services: The Youth Services Team continues to offer toddler and preschool storytimes virtually. Videos are posted weekly to the library's Facebook page and YouTube channels.

A Children's Circulation Statistics chart comparing February 2020 and March 2021 was also included.

The Teen Collection is undergoing a transformation. A new shelving unit has been added to display teen graphic novels allowing for more room to shift and add to the general collection. The growth in this area has been incredible over the last ten years. The collection started as just four shelving units filled with titles geared towards grades 9-12. It has expanded to fourteen units and a new book display rack.

Circulation Services: Library circulation statistics continue to shine. Bourbonnais Public Library leads area libraries with a March circulation total of 7,391. These numbers reflect the incredible work that our librarians and library staff do to develop and promote our collections.

Technical Services: 607 new items were added to the collection. 223 items were weeded from the collection.

Materials Quarantine Ended: RAILS provided communication that as of Monday, April 12, RAILS libraries are no longer required to quarantine materials. Each Library can make decisions locally about materials quarantine. BPL decided to accept materials directly from patrons and begin shelving them without a quarantine period due to guidance from the CDC; this indicated that COVID-19 is transmitted mainly through respiratory droplets in the air.

Community Outreach: In partnership with the Bourbonnais Elementary School District, BPL will offer Straw Bale Gardening. Bales can be reserved for \$6/bale or \$7/bale with a trellis for climbing plants. Planting day is scheduled for Saturday, May 15, from 9 a.m.-12 p.m. Trustees were asked to let McCully know if they are interested in volunteering for this event. Refreshments will be provided. McCully included a link for reserving a bale.

Committee Reports:

Personnel: Set Date to Discuss FY2021-22 Employee Wage Scale. McCully will email Smead with possible dates for this meeting.

Finance: None.

Policy: Set Date to Review Draft of *Serving Our Public 03-26 Social Media* policy and Suggested Edits to *Trustees & Legal Requirement 03-02 By-Laws*. McCully will email Hendrick with possible dates for this meeting.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Discuss Library Response to Illinois COVID-19 and Return to Service Plan: McCully led a discussion of the vaccination statistics for Kankakee County and Illinois as she reviewed the Restore Illinois Guidelines. The Library has received a few inquiries from patrons about re-opening. There are still concerns about how to monitor and enforce COVID-19 guidelines within the library meeting rooms, etc. After discussing many different scenarios, the Board consensus was to allow library sponsored events for adults to meet in the Library with the following guidelines: a library staff member must be present, no food or drink will be allowed, and meeting rooms will be at 50% capacity. The Library will move to Phase 4 of the Reopening Plan.

Discuss and Approve Air Quality Assessment & HVAC Analysis Proposal: McCully reviewed proposals for an indoor Air Quality Study from Midwest Environmental Consulting Services, Inc. The first proposal is for a complete indoor study. The second proposal is a la carte with the Library being able to choose several samples to be analyzed. McCully reached out to RAILS inquiring about grant money that might be offered. She was referred to the State Library but has not heard back. Stringer stated that there is money in capital improvements that could be used for this project. Smead made a motion to approve up to \$8,500 for the Air Quality Study with McCully being given the authority to negotiate a final price. Stringer seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

New Business:

Recognition of Outgoing Trustees: Stejkowski expressed appreciation to Mary Kay Blankestyn and Laura Contreras for their valuable service to the Bourbonnais Public Library. McCully presented Blankestyn with a Certificate of Appreciation and will mail a Certificate of Appreciation to Contreras.

Public Comment: None.

Adjournment: Blankestyn made a motion to adjourn the meeting at 7:52 p.m. Hendrick seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary