

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
May 16, 2016**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on May 16, 2016.

Trustees present: Sandra Beaupre, Mary Kay Blankestyn, Natalie Netherton, Patricia Paul, Judith Smead, David Stejkowski and Ellen Stringer.

Also present: Library Director Kelly McCully and Library legal counsel Claire Chaplinski.

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

Secretary's Report: None. The board reviewed the minutes from the regular board meeting held on April 18, 2016. Beaupre made a motion to approve the regular April minutes as presented. Smead seconded the motion and it passed with a vote of all ayes.

Correspondence and Communications, and Public Comment (action items only): Thank you notes were received from former Director, Diana Dillinger, and from staff at Aurelio's Pizza.

Financial Report: Treasurer Stringer reviewed the transactions and asked for any questions. Stejkowski asked about the CLS Background expense. McCully explained that the charge was for a background check on a new employee. Smead made a motion to pay the bills as presented. Paul seconded the motion and Beaupre, Blankestyn, Netherton, Paul, Smead, Stejkowski and Stringer voted yes. The board reviewed the balance sheet, which is right on target. The balance sheet will be presented to the auditor.

Director's Report:

Deadlines: June 30, Last day to adopt Prevailing Wage Ordinance and last day for the six month review of Closed Sessions

July 1: Schedule of regular board meetings set and released to public

July 9: Last day to adopt and publish resolution to levy additional .02 percent tax

August 28: Last day to make the tentative budget and appropriation ordinance available for public inspection and publish notice for hearing thereon

Tax Computation Report: The Tax Computation Report was received from the county. McCully reported that she and Diana Dillinger were able to start working on the Cost Control Worksheet for F& 2017-18 before Dillinger's retirement.

Book Expo America: McCully attended the Book Expo America-BEA Conference May 11-12. BEA is the largest publishing event in North America. This year it was held in Chicago for the first time ever. It was a great opportunity to network with current vendors, build relationships with new publishers and find out about trends in digital and print publishing.

Recruitment: Debra Sheputis was hired as the Youth Programming Coordinator and started at the library last week. She has experience in the local schools, teaching preschool-4th grade. Most recently, Sheputis was a parent/child development coordinator with the local Make a Difference program. McCully also said that a new Teen Services Supervisor has been hired and will start tomorrow.

Programming: The Youth Service's Summer Reading Program will run from Monday, June 6 through Thursday, July 14.

Committee Reports:

Personnel: Personnel Committee will meet Thursday, May 26 at 3:30 p.m. to review the Employee Wage Scale.

Finance: Finance Committee will meet Thursday, June 9 at 4 p.m. to review the Cost Control Work Sheet

Building and Grounds: None.

Policy Committee: None.

Long Range Planning: A meeting will eventually be set with the new director.

Unfinished Business: None.

New Business: McCully discussed her goals for FY 2017, including:

- Getting an evaluation system in place for employees. She is working with the Management Association on this.
- Building maintenance: After 11 years, the meeting rooms and other high traffic areas are in need of paint and carpet.
- Updating the Long Range Plan (last done in 2010), the Disaster Plan (last done in 2007) and the Tech Plan (dated 2010-15).
- Implementing community partnerships and getting involved with other community groups. For instance, McCully has spoken with the Friends of the Library about working with the Bourbonnais Township Park District on the Little Free Library.

Public Comment: Library counsel Chaplinski will be off for a while in November or December having baby number two.

Adjournment: Netherton made a motion to adjourn the meeting at 7:38 p.m. Paul seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary