

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF
REGULAR BOARD MEETING PROCEEDINGS
May 21, 2018**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on May 21, 2018.

Trustees present: Dave Stejkowski, Mary Kay Blankestyn, Deborah Hendrick, Laurie Hofman, Judith Smead, Ellen Stringer, and Laura Contreras.

Also present: Library Director Kelly McCully.

President's Report: None.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held April 16, 2018, and the minutes of the Long-Range Planning Meeting held April 16, 2018. Blankestyn made a motion to accept all of the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes.

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

Financial Report: Stringer reviewed the transactions and asked for any questions. McCully gave information on the Tax Computation Report FY2018-19 and the Budget and Appropriation Ordinance. Stejkowski made a motion to pay the bills as presented. Contreras seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead and Stringer voted yes. The balance sheet will be submitted to the auditor.

Director's Report:

Deadlines: June 30, Last day to adopt Prevailing Wage Ordinance. June 30, Last day for six-month review of minutes of Closed Sessions. July 1, Schedule of regular board meetings set and released to public. July 1, Last day to adopt and publish resolutions to levy additional .02 percent tax.

Tax Computation Report: The Library received the Tax Computation Report for FY2018-19. This will be discussed at the Finance Committee meeting.

Back to Books Grant Award: The Library was awarded a \$4,000 grant from the State of Illinois Back to Books Grant Program that supports the efforts of libraries to develop their collections and engage readers of any age or ability. These funds will be used on the creation and development of a graphic novel collection for teens and adults. Thank you to Cassidy Steinke, Adult Services Supervisor, for her work on this.

Surplus Funds: The Library will receive approximately \$11,000 in surplus funds from revenue from the Route 50 Development Plan. The funds will be distributed by the Kankakee County Treasurer with the library's first tax disbursement in July 2018.

Building and Grounds: All exit signs and emergency lights have been replaced.

Tree Trimming and Removal: Four Seasons Tree Care completed the removal of four trees and trimmed four additional trees next to the parking lot.

Eagle Scout Project: Logan Conroy has submitted his paperwork for his Eagle Scout planting project at the library to the Boy Scouts Rainbow Council for review.

Summer Reading Adventure: To promote the upcoming Summer Reading Adventure, Rory Parilac, Teen Services Supervisor, and Corey Campbell, Youth Services Assistant, have written and performed a summer reading adventure skit for Bourbonnais students. Schools visited so far include St. Paul's Lutheran, Bishop McNamara in Bourbonnais, Liberty Intermediate School, and Shabbona Elementary School. Scheduled for visits are Alan Shepard Elementary and LeVasseur Elementary. The Summer Reading Adventure will run from June 1 through July 31 and is a collaboration between the Adult, Teen, and Youth Services' Departments. The theme this year is *Reading Takes You Everywhere*.

Community Garden Planting Day: Planting Day was held Saturday, May 12, from 9 a.m.-12 p.m. Volunteers received breakfast, lunch, and a t-shirt.

Family Reading Night-Shabonna Elementary School: The Library participated in the Family Reading Night at Shabonna Elementary School on Tuesday, May 15. This event was sponsored by the Village of Bourbonnais and the Bourbonnais Township Park District. Children and their caregivers made buttons and received information about the Summer Reading Adventure. Children's author, Nancy Gee, donated her books to the library.

Cop on a Rooftop-Dunkin' Donuts: Circulation Supervisor, Samantha Wilhoyt, and Library Director, Kelly McCully, visited this event on Friday, May 18, to show support and make a donation to the fundraising efforts of the Bourbonnais Police Department. Funds raised by the police department at this event were for Special Olympics.

Rhubarb Fest-Kankakee County Museum: The Library staff will be at the Rhubarb Festival on Saturday, May 20. Activities will include making buttons and promoting the Summer Reading Adventure.

Programming: The Children's Services Department is taking a break in their regular programming during the month of May in order to prepare for the upcoming Summer Reading Adventure. The Teen Services Department continues to have after-school programs for teens.

Committee Reports:

Personnel: Thursday, May 24, at 2:00 p.m. to discuss the Director's Evaluation.

Finance: Set meeting to review Tax Computation Report FY2018-19, and Budget & Appropriation Ordinance. Ellen asked that members email some available dates to her and she will set a date and time.

Policy Committee: None.

Building and Grounds: None.

Long Range Planning: Set meeting to review Strategic Plan for Monday, June 18, at 6:30 (before regular Board Meeting).

Unfinished Business: None.

New Business:

Adopt Prevailing Wage Ordinance: Trustees reviewed a handout of Ordinance #18-01. A motion was made by Stejkowski to accept the prevailing wage ordinance. Blankestyn seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Review Serving Our Public Policy 03-15 *Circulation*: After a brief discussion, trustees agreed to allow a child of any age to receive a library card as long as a parent or guardian signs the card.

Discuss & Approve Conference Room Audiovisual Proposal: Director McCully reported that she had contacted three different companies in regards to the Conference Room Audiovisual work. She presented a purchase proposal from Heritage Technology Solutions in Crestwood, IL. They have worked with several other libraries. The work will include screen, projector, receiver, sound system, etc. Smead made a motion to approve the proposal and allow Director McCully to authorize the proposal, not to exceed \$10,000. Stringer seconded the motion and it passed with a vote of all ayes.

Discuss & Approve Logo Updates: Director McCully presented three new logo designs that would better reflect the new mission statement, Grow-Learn-Discover. By consensus, the trustees agreed on the second example.

Public comment: None.

Adjournment: Hendrick made a motion to adjourn the meeting at 7:51 p.m. Blankestyn seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary