

As the Bourbonnais Public Library navigates through this difficult time, with an abundance of caution, and in the interest of public health, the Bourbonnais Public Library Board of Trustees met via ZOOM. A recording of this meeting is available upon request.

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
June 15, 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 June 15, 2020.

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

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 and the Personnel Committee Meeting both held May 18, 2020. Blankestyn made a motion to accept all 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):
None.

Financial Report: Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Stejkowski seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. The board reviewed the balance sheet which is tracking well at just under 100%. The balance sheet will be submitted to the auditor.

Director's Report:

Deadlines: June 30, Last day for first half (July-Dec.) review of minutes of Closed Sessions. July 1, New fiscal year begins. July 1, Schedule of regular board meetings set and released to the public. July 6, Last day to adopt and publish resolution to levy additional .02 percent tax. August 24, Last day to make the tentative budget appropriation ordinance available for the public inspection and publish notice for hearing thereon.

Marketing: There are currently 1,341 people on the library email list. The Library has 2,155 likes, 44,748 reaches, and 4,751 engagements on Facebook. There are 605 followers and 5,346 impressions on Instagram. The Bourbonnais Public Library YouTube Channel has 32 subscribers and 1,000+ views.

McCully discussed the online marketing campaigns being conducted during the library closure. These included the emphasis that libraries are for everyone and are here to provide materials that help to understand our world. Materials celebrating Pride Month and the Black Lives Matter movement are available for curbside pickup.

Curbside Services: Curbside Services started on Monday, June 1. McCully expressed appreciation to Samantha and her team for all the hard work that went into offering this service. Until the library system's holds and delivery service is back, the best way to reserve local items is to call the Library and speak to a member of the staff, who give excellent reading recommendations.

Return and Delivery Services: All locally returned materials will continue to be quarantined for at least 72 hours. RAILS is scheduled to return BPL items on June 18 and June 25 for quarantine. Regular RAILS delivery services will resume on Monday, June 29. Over 40,000 items that were in transit between libraries have been held by the RAILS delivery facility since March.

McCully also reported local Kankakee area libraries met to exchange items on Wednesday, June 30. BPL received hundreds of items returned to other local libraries during the exchange.

Summer Reading Quest: Over 200 BPL patrons have already signed up for the Summer Reading Quest. Participants can log into the Virtual Quest on any device by visiting the library website at www.bourbonnaislibrary.org. The Quest can be

found under the “Events” tab and is for all ages. Children up to 12 will earn prizes to spark their imagination. Teens and adults can enter raffles for 8 incredible prizes, as well as weekly social media raffles.

Committee Reports:

Personnel: Stejkowski and Smead met with Director McCully for her evaluation on Friday, June 12.

Finance: Met Monday, June 15, at 6:00 p.m. (before regular Board Meeting).

Policy: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Discuss Library Response to Illinois COVID-19: McCully discussed the Phase 3 Summary. Items reviewed included Walk in Services, Materials Return, dates for resuming RAILS Delivery and Interlibrary Loans, the continuation of contactless Curbside Delivery, and Virtual Services.

Library services and service dates will be advertised on the Bourbonnais Public Library website, social media platforms, on the digital sign, and sent to the library’s newsletter email list.

New Business:

Approve non-participation in non-resident library card program: Hendrick made a motion to approve non-participation in the non-resident program. Smead seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Adopt Ordinance 20-01- *meeting dates ordinance FY2021*: Stejkowski made a motion to approve meeting dates for FY20-21, Ordinance 20-01, as presented. Stringer seconded the motion and Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Adopt Ordinance 20-02- *.02percent tax ordinance*: Blankestyn made a motion to adopt the .02 percent tax ordinance. Stringer seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Approve recommendations from Finance Committee: Stringer gave an overview of the Finance Committee meeting held June 15, 2020. Stejkowski made a motion to approve the recommendations of the Finance Committee on the FY20-21 Cost Control Worksheet. Contreras seconded the motion and Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Review of closed session minutes: There were no minutes to review.

Public Comment: None.

Adjournment: Hofman made a motion to adjourn the meeting at 7:40 p.m. Stringer seconded the motion. Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary