

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF  
REGULAR BOARD MEETING PROCEEDINGS  
June 17, 2019**

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 17, 2019.

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

**Also present:** Library Director Kelly McCully.

**President's Report:** On behalf of the Board, Stejkowski welcomed back Trustee Hofman.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held May 20, 2019, the minutes of the Executive Session held at the May 20, 2019, Board Meeting, the minutes of the Policy Committee Meeting held June 12, 2019, and the minutes of the Personnel Committee Meeting held June 13, 2019. Blankestyn made a motion to accept all the minutes as corrected. 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. Hofman made a motion to pay the monthly 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 for six-month review of minutes of Closed Sessions. July 1, Schedule of regular board meetings set and released to public. July 6, Last day to adopt and publish resolution to levy additional .02 percent tax. August 26, Last day to make the tentative budget and appropriation ordinance available for public inspection and publish notice for hearing thereon.

**Marketing:** There are currently 1,019 people on the library email list. The Library has 1,577 likes on Facebook (77 new likes in one month), and 360 followers on Instagram.

**Photoshoot:** A library photoshoot with Ravenspring Creative was held on Sunday, May 26. The photographs will be used for the new website and for future promotions.

**Summer Reading Launch:** The adult, teen, children, and staff summer reading programs began with a Launch Party on Saturday, June 1. Over 500 participants signed up for the Summer Reading Adventure on launch day! Spaces around the Library have been transformed in support of this year's theme, *A Universe of Stories*. Programming options can be found on the Summer Reading Adventure webpage or followed on Facebook and Instagram. McCully included Launch Party photos in her report.

### **Committee Reports:**

**Personnel:** Committee met June 13, 2019. Report will be discussed under New Business.

**Finance:** None

**Policy:** Committee met June 12, 2019. Report will be discussed under New Business.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:** None

### **New Business:**

**Approve non-participation in non-resident library card program:** Smead made a motion to approve non-participation in the non-resident program. Stringer seconded the motion and it passed with a vote of all ayes.

Adopt Ordinance 19-01- *meeting dates ordinance FY19-20*: Stringer made a motion to approve meeting dates for FY19-20, Ordinance 19-01, as presented. Stejkowski seconded the motion and it passed with all ayes.

Adopt Ordinance 19-02- *.02 percent tax ordinance*: Blankestyn made a motion to adopt the .02 percent tax ordinance. Contreras seconded the motion and Stejkowski, Blankestyn, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes.

Approve recommendations from Personnel Committee: Smead gave an overview of the Personnel Committee Meeting held June 13, 2019. Director McCully summarized the HR Source Benchmarking Project and the pay grade assignments effective July 1, 2019. Hendrick made a motion to approve the Personnel Committee's report. Blankestyn seconded the motion and it passed with a vote of all ayes.

Approve recommendations from Policy Committee: Hendrick gave a summary of the Policy Committee Meeting held June 12, 2019, and reviewed changes proposed to Personnel Policy 02-04 *Staff Development Policy*. Stejkowski discussed the Draft of Letter of Understanding and the terms of the agreement between the Bourbonnais Public Library District and Library Director McCully. After a brief discussion, Stringer made a motion to approve the recommendations of the Policy Committee. Smead seconded the motion and it passed with a vote of all ayes.

Approve recommendations from Finance Committee: Stringer presented an overview of what was discussed at the Finance Committee Meeting held June 17, 2019. Hendrick made a motion to approve the recommendations of the Finance Committee on the Cost Control Worksheet. Contreras seconded the motion and it passed with a vote of all ayes.

Review closed session minutes: McCully shared that there was only one closed session. It will not be disclosed because it was a personnel issue.

**Executive Session:** The Board determined that a closed session was not needed and remained in open session for the entirety of the meeting.

**Public comment:** None.

**Adjournment:** Hofman made a motion to adjourn the meeting at 7:50 p.m. Smead seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary