

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
June 21, 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 June 21, 2021.

**Trustees present:** Mary Kay Blankestyn, Deborah Hendrick, Judith Smead, Ellen Stringer, and David Stejkowski. Trustee Laurie Hofman was absent.

**Also present:** Library Director Kelly McCully and Amanda Wright, member of the public.

**Administer Oath of Office for One (1) Appointed Trustee:** The Oath of Office was administered by Board Secretary Deborah Hendrick to newly appointed trustee, Amanda Wright.

**President's Report:** Stejkowski noted there was a quorum present. Stejkowski also asked board members to consider the position of library trustee. He emphasized the importance of local elections and how library trustees can make a significant impact on their communities.

**Secretary's Report:** The Board reviewed the minutes from the Special Board Meeting held May 17, 2021, the regular Board Meeting held May 17, 2021, the Executive Session held May 17, 2021, the Personnel Committee Meeting held May 20, 2021, and the Finance Committee Meeting held June 10, 2021. Smead made a motion to accept all the minutes as presented. Stringer seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

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

**Financial Report:** Stringer reviewed the transactions and asked for any questions. Stejkowski made a motion to pay the monthly bills as presented. Blankestyn seconded the motion. Blankestyn, Hendrick, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Hofman was absent. The balance sheet is tracking at 83% and will be submitted to the auditor.

**Director's Report:** Deadlines: June 30, Last day for first half year review of all closed session minutes. June 30, Fiscal year ends. July 1, Schedule of regular Library Board meeting dates must be prepared and made available to the public.

**Marketing:** There are currently 1,448 people on the library email list. The Library has 2,372 followers on Facebook and 826 followers on Instagram (a bar graph was included showing marketing stats).

Marketing campaigns for this month include Celebrate Pride Month and the library's Summer Reading Adventure, *Reading Colors Your World*, which began June 1 and runs through July 31.

**Adult Services:** Approximately 100 new books were added to the Adult Fiction and Large Print collections in May. Circulation statistics continue to increase monthly and hopefully will return within the next year to numbers last seen in 2019. It is important to evaluate and develop these collections to continue seeing growth. Adult Supervisor, Cassidy Steinke, manages the Adult Fiction, Large Print, and Adult Graphic Novel collections (a bar graph was included showing May circulation stats).

Adult programming includes a Kanopy documentary discussion of *I Am Not Your Negro*, at 6:30 p.m. on June 22, Book Club at 10:00 a.m. on July 13, and Tech Time every Thursday morning at 11:00 a.m. and 12:00 p.m.

**Youth Services:** The Youth Services Team is welcoming families back to the Library. A photo was included of Youth Services Supervisor, Rory Parilac, sharing what she has been up to in an impromptu question and answer session with two friends.

A Children's Circulation Statistics chart comparing May 2019 and May 2021 was also included.

Upcoming programs include Family Storytimes in the Garden at 10:00 a.m. Mondays and Wednesdays, Tie-Dye Face Masks for kids at 2:00 p.m. on Tuesday, June 22, and Fairy Fun at 10:30 a.m. on Tuesday, June 29.

**Circulation Services:** Full seating has returned to the study tables and periodical area. The coffee bar is now open, and seating has returned for library patrons to enjoy their refreshments in the coffee area.

Bourbonnais Public Library circulation statistics continue to lead area libraries with a May circulation total of 6,480.

**Technical Services:** 366 new items were added to the collection. 110 items were weeded from the collection.

**Summer Reading Adventure:** The library's Summer Reading Adventure, *Reading Colors Your World*, began on June 1 and will run through July 31. So far there are 165 adult/teen participants and 270 children. Further information and a schedule of events are available on the library's website.

### **Committee Reports:**

**Personnel:** None

**Finance:** Committee met June 10, 2021. Report will be discussed under New Business.

**Policy:** None

**Building and Grounds:** None.

**Long Range Planning:** None.

### **Unfinished Business:**

**Assign Committee Appointments:** Stejkowski reviewed the Committee Appointments and asked if anyone wanted or needed to change. Newly appointed trustee, Amanda Wright volunteered to serve on the Personnel Committee, the Policy Committee, and the Finance Committee. Committee Appointments are as follows: Personnel: Chairman Smead. Trustees Stringer, Blankestyn, Hendrick, and Wright. Policy: Chairman Hendrick. Trustees Blankestyn, Hofman, and Wright. Finance: Chairman Stringer. Trustees Smead, Hofman, and Wright. Building and Grounds and Long Range Planning are committees of the whole. Trustee Blankestyn is Chairman of the Long Range Planning Committee.

**Library Reopening Plan and Response to COVID-19:** McCully led a discussion of the vaccination statistics for Kankakee County and Illinois. She reported that 95% of the library staff have been vaccinated. Staff will continue to wear masks when interacting with families or with children. The Library continues in Phase 5 of the Reopening Plan.

### **New Business:**

Approve non-participation in non-resident library card program: Blankestyn made a motion to approve non-participation in the non-resident program. Smead seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

Adopt Ordinance 21-01-*Meeting Dates Ordinance FY21-22*: Stringer made a motion to approve meeting dates for FY21-22, Ordinance 21-01, as amended. Stejkowski seconded the motion and Blankestyn, Hendrick, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Hofman was absent. McCully will email Board members an updated copy of the meeting dates.

Adopt Ordinance 21-02- *.02 Percent Tax Ordinance*: Blankestyn made a motion to adopt the .02 percent tax ordinance. Wright seconded the motion and Blankestyn, Hendrick, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Hofman was absent.

Approve Recommendations from Finance Committee: Stringer presented an overview of what was discussed at the Finance Committee Meeting held June 10, 2021. Hendrick made a motion to approve the recommendations of the Finance Committee on the FY21-22 Cost Control Worksheet. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

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

**Public Comment:** None.

**Adjournment:** Smead made a motion to adjourn the meeting at 7:57 p.m. and it passed with a vote of all ayes. Trustee Hofman was absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary