

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
July 19, 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 July 19, 2021.

Trustees present: Mary Kay Blankestyn, Deborah Hendrick, Judith Smead, Ellen Stringer, and David Stejkowski. Trustees Laurie Hofman and Amanda Wright were absent.

Also present: Library Director Kelly McCully.

President's Report: Stejkowski noted there was a quorum present. He also expressed appreciation for the library staff and the pleasant attitude that they exhibit to everyone who enters the Library.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held June 21, 2021. Stringer made a motion to accept the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes. Trustees Hofman and Wright were absent.

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. Blankestyn, Hendrick, Smead, Stringer, and Stejkowski voted yes. Trustees Hofman and Wright were absent. Stringer reported that the year-end balance sheet showed that 92.8% of the budget was spent. The balance sheet will be submitted to the auditor.

Director's Report: Deadlines: August 18, Last day to file certificate with County Clerk and Illinois State Librarian listing the names and addresses of the Trustees and officers and their respective terms in office (completed). August 29, Last day to make the tentative budget and appropriation ordinance available for public inspection and publish notice for hearing thereon. August 30, Last day for the Library to authorize payment of obligations incurred in the prior fiscal year.

Finance:

Fiscal Year 2021-22: The first tax disbursement was deposited on Monday, July 12, in the amount of \$551,132.07. The Library also received the Per Capita Award letter for funding to be spent during the 2021-22 fiscal year. The grant award is \$35,756.95 which reflects an 18% increase in funds from the previous fiscal year.

Fiscal Year 2020-21 Audit: The annual audit is scheduled for Wednesday, August 18, and will be performed by Zabel & Associates.

Personnel:

Three new staff members were hired in June/July. Deborah Renville and Kelsie Davis were hired as Reference Assistants. Michelle Tong joined the Youth Services Department as a Program Assistant.

Two transfers also occurred. Briana Schott from Marketing Assistant to Program Assistant in Adult Services. Amanda Belcher from Reference Assistant to Marketing Assistant in the Marketing Department. Candidates are still being interviewed for Circulation Assistant, Reference Assistant, and Youth Services Assistant.

The new hires and transfers reflect a plan for increased staffing that will support the Library's full return to in-person programs and services starting in August.

HR Source 2021 Compensation and Benefits Survey: McCully attached the 2021 HR Source Compensation and Benefits Survey. The survey was completed by 147 libraries throughout Illinois.

Policy:

Policies needing to be reviewed: *Trustee & Legal Requirements 01-14 Meetings & A/V Conferencing*- Review edits suggested by library legal counsel, Dennis Walsh. *Trustee & Legal Requirements 01-09 Organizational Chart*- Add Marketing assistant position to the chart. *Personnel 02-04 Full-time Staff* and *02-05 Part-time Staff*- Edit the Holidays sections to reflect the new Juneteenth federal holiday.

Discussion is needed for *Serving Our Public 03-15- Circulation*- Discuss temporary cards. Also discuss the necessity for a photography and video policy.

Building & Grounds

Building Projects: McCully is working with Dave Marr from Warehouse Direct to obtain quotes for new meeting room tables, chairs for the Adult Computer Area, and new seating/tables for the reading area in front of the periodicals.

McCully attached the final Indoor Air Quality Assessment with Mold Testing from Midwest Environmental Consulting. The assessment concluded that the Library meets the recommendations for air exchange, temperature, humidity, and filtration. There were no airborne mold concerns reported.

Ground Projects: Library Custodian, Bill Johnson, completed an asphalt project to rebuild asphalt that had receded from the area adjacent to the handicap parking spaces to ensure that this area is wheelchair accessible.

Plans are being made to contract a major landscape refresh on the front exterior of the building this fiscal year with complete replacement of plants, shrubs, and flowers in the landscape beds that run directly in front of the exterior of the building. Also under consideration is a small brick paver and seating area where the bike rack is currently located. A significant allocation this fiscal year in Grounds & Maintenance (5405) will cover this project expense.

Programming:

The Summer Reading Adventure, *Reading Colors Your World*, will run through July 31. There are over 600 participants of all ages enrolled in the program. Over 6,000 hours of reading have been logged, 500 children's prizes have been distributed, and 3,500 adult and teen raffle tickets have been submitted.

Upcoming programs include Novels @ Night at 6 p.m. on Wednesday, July 21, a Virtual Robotics Demonstration at 6:30 p.m. on Monday, July 26, Monday Movie at 6 p.m. on Monday, August 2, and Bingo For Kids at 6:30 p.m. on Tuesday, August 10.

The Library will be holding a Book Sale on Friday, September 24, from 10 a.m. - 3 p.m. and Saturday, September 25, 10 a.m. – 3 p.m. (Bag Sale). The Library will announce the dates for Donation Days soon.

Committee Reports:

Personnel: None.

Finance: None.

Policy: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business: None.

New Business:

Appoint two Board members to audit Secretary's minutes for FY2020-21: Trustees Smead and Wright were appointed to do this.

Adopt Ordinance 21-03- *Tentative Budget & Appropriation Ordinance*: McCully reviewed adjustments that were made in the tentative budget. Blankestyn made a motion to adopt Ordinance 21-03- *Tentative Budget & Appropriation Ordinance* as amended. Stringer seconded the motion. Blankestyn, Hendrick, Smead, Stringer, and Stejkowski voted yes. Trustees Hofman and Wright were absent.

Set date for public hearing: Stejkowski set the date for the public hearing as August 16, 2021, at 7:00 p.m. before the regular scheduled meeting of the Library Board.

Discuss Youth Services programming, return to school, & afterschool resources: McCully met with Youth Services Supervisor, Rory Parilac, to discuss procedures for fall programming. As the weather changes, it will be necessary to move programming indoors to the White Oak Room. The larger room will allow for social distancing of 6 feet and masks will be required. McCully will present more information next month.

Discuss meeting room scheduling: McCully reported that meeting rooms were blocked out during the summer because of the Summer Reading Adventure, which began June 1 and will end on July 31. Meeting rooms will be available in August. There is already a

Meeting Room Policy in place that was approved at the September 16, 2019, Board meeting. The rooms will be thoroughly cleaned after each use.

Public Comment: None.

Adjournment: Blankestyn made a motion to adjourn the meeting at 7:46 p.m. Stringer seconded the motion and it passed with a vote of all ayes. Trustees Hofman and Wright were absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary