

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 in person and via ZOOM. A recording of this meeting is available upon request.

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
July 20, 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 July 20, 2020.

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

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

**President's Report:** Stejkowski noted there was a quorum present. Library Director Kelly McCully, President Stejkowski, and Trustees Hendrick and Smead chose to attend the meeting in person. Trustees Contreras, Hofman, and Stringer chose to be present via ZOOM. Trustee Blankestyn was absent.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held June 15, 2020. Smead made a motion to accept the minutes as presented. Contreras seconded the motion. Stejkowski, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Blankestyn was absent.

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

**Financial Report:** Stringer reviewed the transactions and asked for any questions. She is working on the end of the year report and discussed the loss of income due to the COVID-19 closure. Stejkowski made a motion to pay the monthly bills as presented. Stringer seconded the motion. Stejkowski, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. The balance sheet will be submitted to the auditor. Trustee Blankestyn was absent.

## **Director's Report:**

**Deadlines:** August 24, Last day to make the tentative budget appropriation ordinance available for public inspection and publish notice for hearing thereon. September 1, Annual Report due to the Illinois State Library. September 22, Deadline for Public Hearing and adoption of FY2020-21 Budget Appropriation Ordinance. September 28, Last day for audit of the records kept by the Board's secretary to be filed.

**Marketing:** There are currently 1,356 people on the library email list. The Library has 2,114 followers and 18,565 views on Facebook. There are 622 followers and 14,663 reaches on Instagram.

**Building and Grounds:** The Library has received two estimates for parking lot repair and sealcoating. The estimates are in the amount of \$3,981 from Garrett Maintenance, Inc. and \$5,898 from G&H Asphalt and Sealcoating. The Library will be moving forward with Garrett Maintenance to complete the project at the end of summer or early fall. Garrett Maintenance makes their own asphalt which contributes to the lower estimate.

**Adult Services:** Hundreds of new titles have been added to the Adult Fiction, Large Print, and Graphic Novel collections in June. The Masked Reads promotion increased the number of mystery bag requests for Curbside Pickup. All adult service programs continue to be offered in a virtual format.

**Youth Services:** Three weekly programs, Toddler Town, Big Kid Books, and Wonder Wednesdays, are offered through the library's YouTube Channel. Youth Services Staff began a Pen Pal Project for children to correspond with library staff members. A diversity audit was completed on the picture book, juvenile series, young adult, and teen collections. Youth Services Supervisor, Rory Parilac, said, "We were happy with the results but will continue to order with representation in mind."

**Circulation Services:** Curbside Services have been successful. The library staff has learned a lot from Curbside and will continue offering it as a regular library service. Staffing needs of the Circulation Desk have been assessed and adjusted

accordingly. Circulation Assistants have adjusted to their new shelving, readers advisory, and curbside duties. Audiobooks, DVDs, and CDs are currently being evaluated for weeding to make room for new AV materials.

Summer Reading Quest: 260 people have joined the virtual Summer Reading Quest. 135 participants are adults/teens. 125 participants are children. Participants read 98,460 minutes in June. Weekly prize drawings are being publicized on the library's social media.

### **Committee Reports:**

**Personnel:** None.

**Finance:** None.

**Policy:** None.

**Building and Grounds:** None.

**Long Range Planning:** None.

### **Unfinished Business:**

Discuss Library Response to Illinois COVID-19: McCully briefly discussed the Restore Illinois plan from the Illinois Department of Public Health and Governor Pritzker. The Library continues to be in Phase 3 of the Reopening Plan. Library Board Meetings will be hybrid. Trustees may attend in person or via ZOOM.

Stejkowski did ask about the procedure at the Library if Director McCully or a staff member gets COVID-19. McCully has worked with HR Source and determined that there would be 2 weeks of paid time off, in accordance with the Families First Coronavirus Response Act, and a health checklist before returning to work.

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:**

Appoint two board members to audit Secretary's minutes for FY2019-20: Trustees Smead and Contreras were appointed to do this.

Adopt Ordinance 20-03- *Tentative Budget & Appropriation Ordinance*: Hendrick made a motion to adopt Ordinance 20-03- *Tentative Budget & Appropriation Ordinance* as presented and Stejkowski seconded the motion. Stejkowski, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Blankestyn was absent.

Set date for public hearing: McCully has set the date for the public hearing as August 17, 2020, at 7:00 p.m. before the regular scheduled meeting of the Library Board.

Discuss return to school & afterschool resources: Bourbonnais Elementary District 53 has not made a decision as to what the return to school will look like this fall. The school board will meet on July 28. The Library will not have any after school programming and continues to offer walk-in services and curbside services.

**Public Comment:** None.

**Adjournment:** Smead made a motion to adjourn the meeting at 7:42 p.m. Hofman seconded the motion. Stejkowski, Contreras, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Blankestyn was absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary