

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
August 16, 2021**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:01 p.m. on August 16, 2021.

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

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

**President's Report:** Stejkowski noted there was a quorum present. On behalf of the Board, Stejkowski congratulated Director McCully on her recent graduation from the University of Alabama with a Master of Library and Information Studies degree.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held July 19, 2021. Wright made a motion to accept the minutes as presented. Blankestyn 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. Stringer made a motion to pay the monthly bills as presented. Wright seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Stringer reported that the balance sheet shows 7.5% of the current budget has been spent. The balance sheet will be submitted to the auditor. Auditors from Zabel & Associates will be at the Library on Wednesday, August 18.

**Director's Report:** Deadlines: August 30, Last day for the Library to authorize payment of obligations incurred in the prior fiscal year. September 1, Illinois Public Library Annual Report (IPLAR) due. September 28, Last day for Board to enact a budget and appropriation ordinance.

**Finance:**

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

## **Personnel:**

Circulation Assistant, Eric Linnell, has been promoted to Circulation & Technical Services Supervisor. Current Circulation Supervisor, Samantha Wilhoyt, has accepted a position as Circulation Supervisor at Shorewood-Troy Public Library District. Her last day at BPL will be Friday, August 20. Kris Weybright, Technical Services Supervisor, has requested to be moved to a part-time role with BPL starting in the Spring of 2022.

Circulation Assistant, Stacy VanKley, has been promoted to Teen Services Supervisor. BPL welcomes Alexa Johnson to the Circulation Team as a Circulation Assistant. Candidates are still being interviewed for Circulation Assistant and Reference Assistant positions.

## **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. The estimate will be on the September agenda for review.

Grounds Projects: McCully met with the following landscape contractors for estimates for the landscaping and patio project: Art's Landscaping, Nick Panozzo, Vital Landscape, Inc., and Zavala's Landscape Design.

## **Programming:**

Summer Reading: The Summer Reading Adventure, *Reading Colors Your World*, wrapped up on July 31. Summer Storytimes were a big hit with 35-40 people attending these outdoor programs. Participants have logged 488,056 hours of reading and entered 6,887 virtual raffle tickets with the online summer reading platform, Read Squared.

Upcoming programs include Tech Time from 10:00 a.m. – 11:00 a.m. every Tuesday, Word Winder at 2:00 p.m. on Monday, August 16, Wilder Than Wild, a Kanopy documentary discussion at 6:30 p.m. on Tuesday, August 24, and Ahoy Mateys! at 10:00 a.m. on Saturday, September 4.

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).

### **Continuing Education:**

Director McCully shared, “On Saturday, July 31, I graduated Summa Cum Laude from the School of Library and Information Studies at the University of Alabama in Tuscaloosa, AL. I obtained my Master of Library and Information Studies (MLIS) degree through a distance learning program that I began in 2019. This program motivated me and gave me a sense of purpose through a time of significant personal health challenges and leadership during a global pandemic. Thank you to the Board of Trustees for your support and encouragement these last two years. Roll Tide!”

### **Committee Reports:**

**Personnel:** None.

**Finance:** None.

**Policy:** Schedule meeting to discuss and review *Trustee & Legal Requirements Policies 01 - 09 & 01 – 14; Personnel Policies 02 – 04 & 02 – 05:* and *Serving Our Public Policy 03-15*. McCully will email committee members concerning preferred dates and times.

**Building and Grounds:** Schedule meeting with Facilities Manager for building and grounds walkthrough. McCully will schedule a date and time with Bill Johnson.

**Long Range Planning:** None.

### **Unfinished Business:**

Discuss Library Response to Illinois COVID-19: McCully is following the CDC Data Tracker and making decisions based on this data. Library staff will continue wearing face coverings when interacting with both adults and children. Face coverings are recommended for patrons. The Library is fully open but will continue to offer curbside services. Consensus of the Board was to allow McCully to make decisions concerning the library's response to COVID-19.

Discuss Youth Services Programming, Return to School, & Afterschool Resources: McCully met with Youth Services Supervisor, Rory Parilac, to discuss procedures for fall programming. Storytimes will be held in the White Oak Room with social distancing for participants and staff telling the stories. Masks will be required. Participants in other programming will be required to register to allow for contact tracing and limiting the number attending if necessary. The Teen Library Club held afterschool will require parents to register students.

**New Business:**

Adopt Ordinance 21-03- *Budget & Appropriation Ordinance*: Blankestyn made a motion to adopt Ordinance 21-03- *Budget & Appropriation Ordinance*. Smead seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes.

Discuss & Approve Landscaping Project Proposal: McCully reviewed the only bid received for the landscaping project. The bid came from Vital Landscaping and included drawings for the front landscaping, information on the pavers to be used for the patio, and a detailed proposal of what would be done and the cost. After a brief discussion, Stringer made a motion to accept the bid from Vital Landscaping for \$19,213.45. Stejkowski seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes.

**Public Comment:** None.

**Adjournment:** Hofman made a motion to adjourn the meeting at 7:59 p.m. Blankestyn seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary