

As the Bourbonnais Public Library navigates through this difficult time, with an abundance of caution, and in the interest of public health, members of the public can listen to the proceedings of this meeting using ZOOM or attend the meeting in person. A recording of this meeting is available upon request.

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
August 17, 2020**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:02 p.m. on August 17, 2020.

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

Also present: Library Director Kelly McCully.

President's Report: Stejkowski noted there was a quorum present.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held July 20, 2020. Stejkowski made a motion to accept the minutes as presented. Stringer seconded the motion. Stejkowski, Hendrick, Hofman, Smead, and Stringer voted yes. Trustees Blankestyn and Contreras 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. Stejkowski, Hendrick, Hofman, Smead, and Stringer voted yes. The balance sheet will be submitted to the auditor. Trustees Blankestyn and Contreras were 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 (Completed 8/14).
September 22, Deadline for the 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 (Completed 8/13).

Marketing: There are currently 1,363 people on the library email list. The Library has 2,198 followers on Facebook and 645 followers on Instagram.

Building and Grounds: Garrett Maintenance finished the parking lot repair, seal coating, and striping on July 31.

Library Custodian, Bill Johnson, has completed several routine maintenance items around the Library including replacing outdoor spigots that were not functioning properly, the repair of an HVAC motor, and painting of the parking lot light posts. The library's water heater is 15 years old. One of the seals has started to fail, so Bill will be getting an estimate from Precision Piping for its replacement.

Adult Services: Adult Services will offer an in-person book club in September. The discussion will be held outdoors (weather permitting) in a socially distant environment. Virtual book club options will remain available.

BPL will be hosting virtual art showcase on the library's social media platforms starting August 24. Cassidy Steinke, Adult Services Supervisor, promoted this event with a fun Bob Ross style video painting some happy trees at the Perry Farm Park.

Youth Services: Youth Services Supervisor, Rory Parilac, has worked with representatives from the Bourbonnais Township Park District to create a Storywalk at the Perry Farm Trail. Participants will enjoy the fun, interactive Tiny T. Rex and the Impossible Hug dinosaur story as they explore the trails. A kickoff event will be held on Saturday, September 12, at 10 a.m. at the Exploration Station.

A fairy garden is under construction in the Youth Services Storytime Room. Once the garden is finished, it will be viewable through the Storytime Room windows. Families will be encouraged to interact with the display by taking home and decorating a rock to add to the garden. Stay tuned for updates on the completed project!

Summer Reading Quest: The Summer Reading Quest officially ended on July 31. The library's first virtual summer reading program ended with 276 participants including children, teens, and adults. Participants logged 220,941 minutes of reading this summer! Youth reading prizes and teen/adult raffle prizes have been distributed. Our eight weekly prize raffles that highlighted local businesses were quite popular; they received 942 entries total.

Circulation Services: Due to the results of the REALM Project Phase 2 testing and update, the Library has extended the materials quarantine from three days to four after it was discovered that the COVID virus could potentially live on glossy materials (board books & magazines) for up to four days. McCully included a link so Board members could read additional information about the REALM Project.

Technical Services: 563 new items were added to the collection. 1,372 items were weeded from the Adult Fiction and Youth Services collections, A/V, and Nonfiction.

Tech Services Supervisor, Kris Weybright, continues to clean up spine labels and shift in nonfiction. This month she focused on a large weed of the biography section and Dewey areas 746.9 – 899.

Continuing Education: With the start of a new fiscal year, comes the restart of continuing education requirements for full-time and part-time staff members. Full-time staff are required to complete twelve hours and part-time staff are required to complete six hours of continuing education per year. Some of the mandatory training that staff must complete each year are ALICE Active Shooter Training, Blood-borne Pathogens Training, and Sexual Harassment Training.

Director McCully will start a new semester of coursework towards her Master of Library & Information Studies degree through the University of Alabama distance learning program. Courses for the fall semester are Cultural Diversity Programming and Instructional Design & Development. McCully is on schedule to graduate at the end of the summer term in 2021.

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: The Library continues to be in Phase 3 of the Reopening Plan. Curbside services are still available for those patrons that do not want to enter the Library. There continues to be no after school programming and children under the age of 14 visiting the Library must be accompanied by a parent or caregiver.

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.

Approve 2020-2021 Wage Scale: Hendrick made motion to approve the 2020-2021 Wage Scale. Smead seconded the motion. Stejkowski, Hendrick, Hofman, Smead, and Stringer voted yes. Trustees Blankestyn and Contreras were absent.

New Business:

Adopt Ordinance 20-04- *Budget & Appropriation Ordinance*: Stejkowski made a motion to adopt Ordinance 20-04- *Budget & Appropriation Ordinance* as presented and Stringer seconded the motion. Stejkowski, Hendrick, Hofman, Smead, and Stringer voted yes. Trustees Blankestyn and Contreras were absent.

Discuss retired technology sale: Director McCully led a discussion concerning computers that are being retired by the Library and reviewed Policy 01-07- *Disposal of Surplus Library Materials*. McCully recommended offering the used computers to staff members for a reasonable fee. Board members agreed with this recommendation.

Discuss Study/Cardinal Room guidelines for tutors and tutoring services: McCully discussed Phase 3 & Phase 4 Tutoring Guidelines. The guidelines, which are based on the Bourbonnais Public Library Reopening Plan, are for use by tutors, students, and parents. Trustee Hofman suggested adding that the parent or caregiver of a

child 9 years of age or younger stay in the tutoring session. McCully will make this addition to the guidelines.

Executive Session: This item was tabled until the September meeting.

Public Comment: None.

Adjournment: Stringer made a motion to adjourn the meeting at 7:35 p.m. Hofman seconded the motion. Stejkowski, Hendrick, Hofman, Smead, and Stringer voted yes. Trustees Blankestyn and Contreras were absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary