

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF  
REGULAR BOARD MEETING PROCEEDINGS  
August 19, 2019**

President Dave 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 19, 2019.

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

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

**President's Report:** Stejkowski noted there was a quorum present and gave a brief update on the health of Jack Beaupre, former legal counsel for the Library.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held July 15, 2019. Stringer made a motion to accept the minutes as presented. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustees Smead and Contreras were absent.

**Correspondence & Communications and Public Comment (action items only):**

An email was received from Mike O'Brien, Chief Operating Officer with HomeStar Bank. Mr. O'Brien expressed appreciation for the long-term relationship HomeStar has had with the Library and is confident the excellent relationship will continue with the conversion to Midland States Bank.

**Financial Report:** Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Blankestyn seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, and Stringer voted yes. Trustees Smead and Contreras were absent. The balance sheet will be submitted to the auditor.

**Director's Report:**

Deadlines: August 26, Last day to make the tentative budget and appropriation ordinance available for public inspection and publish notice for public hearing. September 1, Annual Report due to State Library (completed 8/8/19). September

24, Deadline for Public Hearing and adoption of Budget and Appropriation Ordinance. September 28, Last day for audit of the records kept by the Board's secretary to be filed (completed 7/19/19). September 30, Last day to transfer unexpended funds from prior fiscal year to Special Reserve Fund.

Annual Audit: The auditors from Zabel & Associates collected and reviewed data for the FY2018-19 audit on Monday, July 22. Joe Martin will present the annual audit to the Board at the September 16, 2019, meeting.

Tax Distribution: The first tax distribution was received on July 22, 2019, in the amount of \$414,464.72. The second distribution is scheduled for August 19, 2019.

Friends of the Library: The Friends of the Library held their annual book sale July 25-27, 2019. They raised \$1,700 at the sale. In FY2018-19 the Friends of the Library donated \$2,200 towards library programs, promotions, and furniture.

Building & Grounds: Dominion Lighting completed installation of five lighting zones throughout the interior and exterior of the Library between August 1-7, 2019. Over 1,200 bulbs were replaced during this lighting project. LED bulbs are estimated to last an average of 50,000 hours (roughly 16 years) and will help to significantly decrease energy consumption at the Library. The October 2019 ComEd bill will reflect one full month of LED lighting usage.

Marketing: There are currently 1,107 people on the library email list (30 new). The Library has 1,697 likes on Facebook (47 new), and 397 followers on Instagram (20 new).

Website: McCully and Katey Moore, Marketing Coordinator, met with Linkpoint Media on July 18, 2019, to discuss the proof of the new website homepage and the overall design of the new site. McCully and Moore emphasized the importance of a clean, less is more approach to the overall design and were very pleased with the color palette, icons, and font Linkpoint chose for the homepage. They are currently adding content to the site and are hoping for a September launch. McCully included a sample of the homepage for Board members to view.

### **Circulation Services:**

**Credit Card Payment:** The Library has started accepting credit card payment through Square. We are now able to accept payment by credit card at the Circulation Desk and at outreach events with a Square magstripe reader or chip reader that attaches to the Square payment app with a library-owned iPad. The Library has collected \$175.61 in payments and have paid \$4.98 in fees (2.75 % per transaction rate) since starting to accept credit card payment on July 23, 2019. All credit card deposits are reconciled on a weekly basis.

**Summer Reading Registration:** Summer Reading officially ended on August 1. The circulation team enthusiastically advertised, informed, and signed patrons up for the Summer Reading Adventure and distributed prizes as participants completed their reading logs. Participation totals were Aliens 418, Astronauts 303, and Asteroids 309 for a total of 1,030 participants.

**Technical Services:**

**Nonfiction weeding:** Sections 001-320 in Nonfiction have been evaluated and weeded using the Crew Method. Items added totaled 481 and 389 items were deleted from the total collection in July.

**Adult Services:**

**Summer Reading Raffle:** Prizes for the adult Summer Reading Adventure were distributed through a raffle held on August 1. There were 309 participants who submitted a total of 2,643 tickets for the eight raffle prizes.

**Museum Adventure Pass:** The Bourbonnais Public Library card can be used to received admission or a special discount at participating Chicago area cultural destinations including Brookfield Zoo and Legoland. During the month of July, 14 passes were checked out. Interested persons can receive further information and check for availability at the Circulation Desk.

**Youth Services:**

**Popsicles with Police:** There were two sessions of Popsicles with Police held in July. The sessions included special story times and tours of the Bourbonnais Police Department.

Children's Services Circulation Statistics: Children's Services has had a significant increase in circulation statistics over the last three years. In some collections the statistics have doubled since 2017.

Summer Reading Summary: McCully included a summary for the summer reading program, *A Universe of Stories*. Astronauts read 3,000 books, Aliens read for 5,220 hours, and Androids read for 7,119 hours, visited the Little Free Library 82 times, and attended 188 programs.

### **Committee Reports:**

**Personnel:** None

**Finance:** None

**Policy:** August 19, 2019, Committee meeting

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:** None

### **New Business:**

Adopt Ordinance 19-04- *Budget & Appropriation Ordinance*: Stringer made a motion to adopt Ordinance 19-04- *Budget & Appropriation Ordinance* as presented and Blankestyn seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, and Stringer voted yes. Trustees Smead and Contreras were absent.

Approve transfer of funds from Capital Reserve Fund for Lighting Project: McCully reported that the total amount for the LED Lighting Project completed by Dominion Lighting, Inc. was \$11,443.96. A portion of this amount was paid from unexpended funds in the amount of \$7,672.31 from fiscal Year 2018-19. McCully asked approval for transferring \$3,771.65 from the Capital Reserve account. Stejkowski made a motion to approve the transfer of funds from the Capital Reserve account to pay the remaining balance of the lighting project. Stringer seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, and Stringer voted yes. Trustees Smead and Contreras were absent.

Discuss Serving Our Public Policy 03-08 *Use of Library Meeting Rooms*: This item was tabled until the September Board Meeting.

Discuss FY19 Annual Report Statistics: McCully reviewed the annual report comparison. Category highlights included Programs Offered, Program Attendance, and eBook/Circulation. McCully reported that the Bourbonnais Public Library has the highest total circulation numbers in Kankakee County.

**Public comment:** None.

**Adjournment:** Blankestyn made a motion to adjourn the meeting at 7:38 p.m. Hofman seconded the motion and it passed with a vote of all ayes. Trustees Smead and Contreras were absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary