

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF  
REGULAR BOARD MEETING PROCEEDINGS  
August 20, 2018**

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 20, 2018.

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

**Also present:** Library Director Kelly McCully, Youth Services Supervisor Rory Parilac, Logan Conroy and his parents, Becky and Marty Conroy.

**Presentation of Eagle Scout Project Update:** Logan reported that his Eagle Scout Project is finished and went smoothly. Total cost was \$4,146 which includes not only the landscaping but also the work on the pergola. Kelly will sign the papers Logan needs stating the project is finished. The Board thanked Logan for the tremendous job he and his troop did beautifying the Library grounds.

**Presentation of audit by Zabel & Associates:** Joe Martin from Brian Zabel and Associates P.C. reviewed the Annual Audit Report for the year ended June 30, 2018. Martin highlighted several pages of the report. The audit showed the Library's financial condition is excellent. Martin reported the Library has excellent financial and bookkeeping records and to continue the exceptional internal control monitoring. He also noted that the Library staff was wonderful to work with during the audit.

**President's Report:** None

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held July 16, 2018, the minutes of the Executive Session held at the July 16, 2018, Board Meeting, and the Special Board Meeting held August 7, 2018. Stringer made a motion to accept all the minutes as presented. Blankestyn

seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

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

None.

**Financial Report:** Stringer reviewed the transactions and asked for any questions. Stejkowski inquired about the practice of sending flowers using library money. McCully will check with counsel about this. Stejkowski made a motion to pay the bills as presented. Smead seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent. The balance sheet will be submitted to the auditor.

**Director's Report:**

Deadlines: July 28, Last day to make the tentative budget and appropriation available for public inspection and publish notice for public hearing. September 1, Annual Report due to State Library (completed 8/13/18). September 25, Deadline for Public Hearing and adoption of Budget and Appropriation Ordinance. September 28, Last day for audit of records kept by the Board's secretary to be filed. September 30, Last day to transfer unexpended funds from prior fiscal year to Special Reserve Fund.

Marketing: Library events for August were promoted in an article in the Country Market. The August 14<sup>th</sup> edition of the Bourbonnais Herald highlighted Youth Services/Circulation Assistant, Corey Campbell. Currently 819 people are on the email list, and there are 1,207 likes on Facebook. Two new pages have been added to the website.

Strategic Plan Launch: The Strategic Plan Launch Event was held on Tuesday, August 7, with approximately 45 people in attendance. The event was streamed live on Facebook and a graphic recording of the presentation was completed by Yen Azarro. Food was catered by Stella Bear Catering. The August 14<sup>th</sup> edition of

the Bourbonnais Herald reported on the event and the details of the new Strategic Plan.

**Tax Distribution:** The library received the second FY2018-19 tax distribution in the amount of \$54,744.81 on August 6, 2018.

**Eagle Scout Project:** The planting project was completed on Saturday, August 11, 2018. McCully suggested an engraved rock with Logan's name and his troop number be placed in the landscaping.

**Trustee Training:** Each year as part of the Per Capita Grant requirements, trustees are asked to complete training. This year trustees are required to review chapters 6-10 of the "Trustee Facts File Third Edition" published by the Illinois State Library. Director McCully included a link to access the digital copy.

**Vacation:** McCully will be on vacation August 25-September 3, 2018. An updated key contacts list is included if any of the supervisors are needed during this time.

**Committee Reports:**

**Personnel:** None.

**Finance:** None

**Policy Committee:** None.

**Building and Grounds:** None.

**Long Range Planning:** The Strategic Plan Launch went extremely well. The staff worked very hard on the event and there was good feedback from several people including previous Library Director Diana Dillinger.

**Unfinished Business:** None.

**New Business:**

Accept audit report: Stejkowski made a motion to accept the audit report presented by Joe Martin from Brian Zabel and Associates. Blankestyn seconded the motion and it passed with all ayes. Trustee Contreras was absent.

Summer Reading Adventure report: Youth Services Supervisor Rory Parilac summarized the 2018 Summer Reading Adventure. The travel themed reading program was called *Reading Takes You Everywhere*. Events were planned with the various departments combining budgets and staffing. Many new and innovative ideas were tried from June 1 until July 31. Results were exceptional with over 1,000 participants.

Adopt Amended Budget & Appropriations Ordinance: Stringer made a motion to adopt the Amended Budget & Appropriations Ordinance. Smead seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, and Stringer voted yes. Trustee Contreras was absent.

Approve transfer of unexpended funds to Special Reserve Fund: McCully explained that there was a surplus of \$16,488.79 at the end of FY 2017-2018. Blankestyn made a motion to approve the transfer of the unexpended funds to the Special Reserve Fund. Hofman seconded the motion and it passed with all ayes. Trustee Contreras was absent.

Discuss and approve security camera project: McCully asked that this item be tabled until the next Board Meeting. She has contacted three vendors and is still waiting for a response from one vendor.

**Public comment:** None.

**Adjournment:** Hendrick made a motion to adjourn the meeting at 7:59 p.m. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustee Contreras was absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary