

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES RECORD OF  
REGULAR BOARD MEETING PROCEEDINGS  
September 17, 2018**

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 September 17, 2018.

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

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

**President's Report:** None

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held August 20, 2018, and the minutes of the 2018-2019 Budget and Appropriations Ordinance Hearing held August 20, 2018. Hofman made a motion to accept all the minutes as corrected. Contreras 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. Stejkowski made a motion to pay the bills as presented. Smead seconded the motion. Stejkowski, Blankestyn, Hendrick, Hofman, Smead, Contreras, and Stringer voted yes. The balance sheet will be submitted to the auditor.

**Director's Report:**

Deadlines: October 9-11, Illinois Library Association Annual Conference in Peoria, IL.

Tax Disbursement: The Library received the third FY2018-19 tax disbursement in the amount of \$290,466.10 on September 14, 2018.

Marketing: Library events for September were promoted in an article in the Country Market on August 28. Currently 842 people are on the library email list. There are 1,243 likes on Facebook, and 208 followers on Instagram. The Library was mentioned in the August 21, 2018, "Editorial & Opinion" section of *The Herald*.

National Library Card Month: Adult Services Supervisor, Cassidy Steinke, and Circulation Supervisor, Samantha Wilhoyt, promoted the Library's many resources to 25 groups of incoming freshmen (699 students) during tours of Olivet's Benner Library. The Library is currently offering a prize drawing for a gift card to all new Olivet students that sign up for a library card in September.

Youth Services Supervisor, Rory Parilac, and Circulation Supervisor, Samantha Wilhoyt, gave tours of the Library to all 7<sup>th</sup> grade language arts classes (262 students) from the Bourbonnais Upper Grade Center. The Teen Department is offering a pizza party to the 7<sup>th</sup> grade English class that has the most students show their library card at Circulation or obtain a new library card during September.

Building & Grounds: A transformer in the main air conditioning system was damaged during an electrical storm on Friday, August 31. Goodberlet replaced the transformer, and the system is functioning normally.

ILA Conference: The Illinois Library Association Annual Conference will be held October 9-11 at the Peoria Civic Center. Director McCully will attend the conference and leadership training, "Leading with Purpose," presented by Adam Goodman from Northwestern University's Center for Leadership.

The Afterschool Clubhouse: The Storytime and Craft Rooms in the Youth Services Department have been transformed into an Afterschool Clubhouse for students in grades 5-8 from 2:30-5:00 p.m. Monday through Friday. The area welcomes

students to relax with friends and use the many tables for crafts, snacks, homework, etc.

**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. Trustees will begin by discussing Chapter 6, “Intellectual Freedom”.

**Committee Reports:**

**Personnel:** None.

**Finance:** None

**Policy Committee:** Set date to review *Personnel* policies. McCully will email Smead and Hendrick with possible dates for this meeting.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:** Discuss and approve security camera project: Director McCully discussed the first phase of the security camera project. This phase would include eight cameras (3 exterior and 5 interior) of the twelve camera project. Responses from companies contacted were as follows: Heritage Technology Solutions-\$10,655.99; TechCom Systems, Inc.-\$10,950.00; Midwest Integrated Solutions-\$11,756.00. All companies offered a one-year warranty on parts and labor. Smead made a motion to hire Midwest Integrated Solutions for Phase 1 of the security camera project. Blankestyn seconded the motion and it passed with all ayes.

**New Business:**

Review and discuss Chapter 6, “Intellectual Freedom”, of the *Trustee Facts File Third Edition*: McCully led a discussion of this chapter. Major topics covered

included censorship, the policy for handling challenges, access to the Internet, the Children's Internet Protection Act, and a patron's right to privacy.

Discuss and approve health insurance renewal: McCully reviewed the current insurance policy for the Board. She explained that there would be a 19.5% increase with the current company which would translate to approximately \$800 a month. McCully will have comparison charts, premium information, etc. from other companies for the October Board meeting. A decision needs to be made by November 1.

Discuss bereavement gifts: McCully followed up on a September discussion concerning the use of library money for bereavement gifts. This practice is only for immediate family and in the last three years only \$150 has been used. McCully consulted the Library's legal counsel. Legal counsel recommended that the library not use tax payer money for this purpose. There were several suggestions made so that this practice could continue. The one that seemed to be the best was to ask The Friends of the Library for a donation for these types of gifts.

**Public comment:** None.

**Adjournment:** Blankestyn made a motion to adjourn the meeting at 8:05 p.m. Stringer seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary

