

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
September 18, 2017**

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 September 18, 2017.

Trustees present: Dave Stejkowski, Sandra Beaupre, Mary Kay Blankestyn, Laura Contreras, Deborah Hendrick, Judith Smead, Dave Stejkowski and Ellen Stringer.
Also present: Library Director Kelly McCully.

President's Report: Stejkowski complimented Director Kelly McCully for her continued work on community outreach.

Secretary's Report: The Board reviewed the minutes from the regular Board meeting held on August 21, from the Long Range Planning Committee meeting held September 8 and from the Building and Grounds Committee meeting on September 12. Beaupre made a motion to approve all the minutes as corrected. Smead seconded the motion and it passed with a vote of all ayes.

Correspondence and Communications, and Public Comment (action items only): A thank you note was received from Bourbonnais Village Trustee Angie Serafini for the tour of the Library that McCully gave her.

Financial Report: Stringer reviewed the transactions. McCully reported that all staff members now receive their paychecks electronically and are emailed their checkstubs. Stringer asked for any questions and then made a motion to pay the bills as presented. Contreras seconded the motion. Stejkowski, Beaupre, Blankestyn, Contreras, Hendrick, Smead, and Stringer voted yes. The balance sheet is running well and will be submitted to the auditor. Stringer also noted that the auditor's report looked clean. The auditor will present the report to the Board in October.

Director's Report:

Marketing: An article promoting coming Library events in September ran in the August 29th Country Market. There were eight email blasts in August. There are currently 639 people on the Library's email list and the Library has 796 likes on Facebook.

National Library Card Month: The Community Engagement Committee is running a campaign to highlight the leaders in the community at the Library. Leaders have been reintroduced to the Library with tours, new library cards and features on the Library Facebook page. The Youth Services Department is offering a free book to Kindergarten-4th graders and a raffle for a Barnes & Noble gift card for children that sign up for a library card during the month of September. The Teen

Department is offering a pizza party to one 7th-8th grade English class from BUGC that has the most students show their library card or get a new library card during September.

Banned Books Display: During September the Library is featuring a banned books display. Banned Books Week (Sept. 24-30) is an initiative by the American Library Association that celebrates the freedom to read.

Director McCully reviewed other library events, including staff members attending the ILA conference, and covered more information on Trustee Training.

Committee Reports:

Personnel: None.

Finance: None.

Policy Committee: None.

Building and Grounds: Building and Grounds met Tuesday, September 12 for routine walk-through. Minutes were reviewed during the Secretary's Report and proposals will be covered in New Business.

Long Range Planning: Long Range Planning met Friday, September 8 to begin strategic planning. Stejkowski said it was a good meeting. Four staff members came in on their day off to participate. Focus groups will be set up. The group meetings will follow an appreciative inquiry approach. McCully reminded Trustees to make suggestions on focus group members before the next meeting.

Unfinished Business: Review sign proposal: McCully reported that she spoke with Friendly Signs to negotiate pricing for a full color sign. Friendly Signs proposed a 20mm full color EMC sign for \$19,880. In answer to a question about where the funds for the sign would come from, McCully said there will be a donation from the Friends of the Library and the Library is holding a book sale at the end of the month and those proceeds will also be used for the sign. Stringer made a motion to approve the sign proposal and Hendrick seconded it. Stejkowski, Beaupre, Blankestyn, Contreras, Hendrick, Smead, and Stringer voted yes.

Review/revise Trustee & Legal Requirements Policy #1-12 Indemnification and Insurance: This item was tabled as the necessary information has not yet been received.

New Business: Accept audit report: This item was tabled. The auditor will present the report in October.

Approve Budget and Appropriation Ordinance: Smead made a motion to adopt Ordinance 17-05 Budget and Appropriation of the Bourbonnais Public Library

District Kankakee County, Illinois for the 2018-2019 Fiscal Year. Stejkowski seconded the motion. Stejkowski, Beaupre, Blankestyn, Contreras, Hendrick, Smead, and Stringer voted yes.

Renewal of health insurance policy: McCully reviewed the new health insurance policy for the Board. She explained that it shows an increase of 8.6% which is below trend. Stejkowski made a motion to approve the new health insurance policy. Beaupre seconded it. Stejkowski, Beaupre, Blankestyn, Contreras, Hendrick, Smead, and Stringer voted yes.

Approve recommendations from the Building and Grounds Committee: The Building and Grounds Committee recommended approving a proposal from Osterhoff Fence for new privacy fencing at the east end of the Library at a cost of \$3,846.20. The Committee recommended rejecting a proposal from Anderson Mechanical Systems, Inc. for preventive maintenance. Beaupre made a motion to approve the proposal for the fencing and reject the maintenance proposal. Smead seconded the motion and it passed with a vote of all ayes.

Approve transfer of unexpended funds to the Special Reserve Fund: McCully explained that there was a surplus of \$48,320.29 at the end of FY 2016-2017. She needs Board approval to transfer the funds to the Special Reserve Fund. Stejkowski made a motion to transfer the funds to the Special Reserve Fund. Contreras seconded the motion and it passed with a vote of all ayes.

Public Comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:52 p.m. Hendrick seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary