

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
September 20, 2021**

President David 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 20, 2021.

**Trustees present:** Deborah Hendrick, Laurie Hofman, Judith Smead, Ellen Stringer, Amanda Wright, and David Stejkowski. Trustee Mary Kay Blankestyn was absent.

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

**President's Report:** None.

**Secretary's Report:** The Board reviewed the minutes from the Budget and Appropriations Public Hearing held August 16, 2021, the regular Board Meeting held August 16, 2021, and the Policy Committee Meeting held September 2, 2021. Hofman made a motion to accept all the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes. Trustee Blankestyn was 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. Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Blankestyn was absent. Stringer reported that the balance sheet is tracking at 15% and will be submitted to the auditor.

**Director's Report:** Deadlines: September 28, Last day for Board to enact a budget and appropriations ordinance (Completed 8/16/21). September 28, Last day for audit of the records kept by the Board's Secretary to be filed (Completed 8/5/21). September 30, Last day to transfer unexpended funds from the previous fiscal year to Special Reserve Fund. November 11, Last day to adopt and publish resolution to levy .02 percent tax (Completed 6/21/21).

**Finance:**

The Library received a check in the amount of \$35,756.95 from the State of Illinois for the FY2021-2022 Per Capita Grant Award on September 1, 2021.

BPL has been awarded \$10,000 in COVID-19 Emergency Relief and Recovery through grant funding from the Illinois Humanities, the state affiliate for the National Endowment to the Humanities. These funds can be allocated towards general operating expenses.

**Personnel:**

Technical Services Assistant, Anna Dumey, celebrated her 25<sup>th</sup> Anniversary of working at BPL on Friday, September 3, 2021. During her tenure, Anna has worked in both Circulation Services and Technical Services. She has processed most of the new items that have come through the Library over the last 20 years!

BPL welcomes Ivonne Cintron to the Adult Services Team as a Reference Assistant. Also, welcome to Elana Ferris, Annabelle Sikma, and Kathryn Rosen to the Circulation Team as Circulation Assistants.

**Policy:**

The Policy Committee met on Thursday, September 2, 2021, and approval is needed for the following policies: *Trustee & Legal Requirements 01-14 Meetings & A/V Conferencing*- Edits suggested by library legal counsel, Dennis Walsh. *Trustee & Legal Requirements 01-09 Organizational Chart*- Add Marketing Assistant & combined Circulation & Technical Services Supervisor positions to the chart. *Personnel 02-04 Full-time Staff* and *02-05 Part-time Staff*- Edit the *Holidays* sections to reflect the new Juneteenth federal holiday. *Serving Our Public 03-15- Circulation*- Add language about temporary cards. *Serving Our Public 03-27-Photography & Video*- New policy that identifies the acceptable behavior and enforcement of policy concerning photography and video inside the library building.

**Building & Grounds:**

Annual carpet cleaning was performed on Sunday, September 5, by Bright Swipe Carpet Cleaning.

Facilities Manager, Bill Johnson, installed baby changing stations in the men's and women's restrooms.

A thermostat in the Children's Area and the annual, fall HVAC maintenance were performed by Holohan Heating & Sheet Metal, Inc. on Thursday, September 16.

Grounds Projects: Vital Landscape, Inc. started the landscape project on Thursday, September 16. This is one month earlier than originally estimated.

### **Community Outreach:**

The Library has entered a partnership with the Bourbonnais Elementary School District #53 (BESD53) to offer students access to the library's digital Overdrive collection through the Sora App. Students will be able to access free children and young adult eBooks and eAudiobooks using Sora. A library card is needed to have access to this collection. The Library will offer several opportunities to connect BESD53 families with library cards using mobile library card sign-ups at school events including the upcoming Bourbonnais PTA Fall Fest on October 1, 2021.

BPL is once again participating in the Bourbonnais Park District's Scarecrow Hallow at the Perry Farm. Our *Magic School Bus* themed display, located in Spot #3 in front of the Perry Farmhouse, will be up through November.

### **Programming:**

Upcoming programs include Family Storytimes at 10:00 a.m. on Mondays and Wednesdays, Feelin' Groovy Cabaret Performance at 6:30 p.m. on Monday, September 27, and Medicare 101 at 6:30 p.m. on Tuesday, September 28.

The Library will be holding a Book Sale on Friday, September 24, from 10 a.m. – 3 p.m. and Saturday, September 25, 10 a.m. – 3 p.m. (Bag Sale).

### **Continuing Education:**

Director McCully attended the Open Meetings Act Better Understanding and Compliance Webinar on Wednesday, September 1, 2021. The session served as a review of OMA information gathered at previous trainings. The webinar emphasized how important it is for public bodies to review and update current policies regarding remote attendance at meetings. The BPL Policy Committee reviewed suggested edits to the *Trustee & Legal Requirements 01-04 Meetings & A/V Conferencing* at their committee meeting. The Policy Committee will recommend edits for approval by the Board at the September 20, 2021, meeting.

ALICE Training: BPL Staff will participate in in-person active shooter training on Tuesday, September 21, using the ALICE Method. Bourbonnais Police & BESD53 School Resource Officer, Travis Garcia, will lead the training. Staff members who are unable to attend the

training will be offered online ALICE training. The Bourbonnais Public Library is a certified ALICE Institution. The Library will open at 11:00 a.m. on this date. McCully included a link for Board members to read more about ALICE Training.

### **Committee Reports:**

**Personnel:** None.

**Finance:** None.

**Policy:** None.

**Building and Grounds:** The building and grounds walkthrough with Facilities Manager, Bill Johnson, will be Monday, October 18, at 6:00 p.m. before the regular Board meeting scheduled for 7:00 p.m.

**Long Range Planning:** None.

### **Unfinished Business:**

Discuss Library Response to Illinois COVID-19: McCully continues to follow the CDC Data Tracker.

### **New Business:**

Approve transfer of unexpended funds from FY2020-2021 to Capital Reserve Fund: McCully explained that there was a surplus of \$54,546.84 at the end of FY2020-2021. Stringer made a motion to approve the transfer of the unexpended funds to the Capital Reserve Fund. Wright seconded the motion. Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Blankestyn was absent.

Discuss & approve furniture estimate: McCully reviewed the proposal for new furniture from Warehouse Direct. The cost of \$8,775 would be for twelve nesting tables and sixteen chairs. Hendrick made a motion to approve the purchase of the new furniture. Smead seconded the motion. Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Blankestyn was absent.

Discuss & approve FY2021-2022 health insurance renewal: McCully reviewed the current health insurance policy and led a discussion of comparison charts and premium information. McCully noted there would be a 10% increase with the current policy. Stejkowski made a motion to renew the health insurance. Stringer seconded the motion.

Hendrick, Hofman, Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Blankestyn was absent.

Approve Policy Committee Recommendations- Trustee & Legal Requirements Policies 01-09 & 01-14; Personnel Policies 02-04 & 02-05; and Serving Our Public Policies 03-15 & 03-27: McCully and Hendrick reviewed the recommendations of the Policy Committee. Hendrick made a motion to approve the Policy Committee recommendations. Stejkowski seconded the motion and it passed with all ayes. Trustee Blankestyn was absent.

Discuss Fine Free & Fine Forgiveness benefits and challenges: McCully led a discussion on the benefits and challenges of the Bourbonnais Public Library becoming a fine free and fine forgiveness library. She shared that Bradley Public Library has recently become fine free. Fines and fees account for approximately \$11,000 a year in revenue for BPL. After discussing the advantages and disadvantages, the Board would like to set a goal of going fine free when a sustainable replacement for this revenue becomes available.

Discuss FY2020-2021 Annual Report statistics: McCully reviewed the annual library report for the Board. There are 7,462 library card holders and 113,791 total items were checked out. McCully highlighted that there were 14,224 attendees at 254 different programs. An annual statistics comparison sheet for the last three years was also included for the Board. The full FY2020-2021 Annual Report is available on the library's social media sites.

**Public Comment:** None.

**Adjournment:** Smead made a motion to adjourn the meeting at 7:50 p.m. Wright seconded the motion and it passed with a vote of all ayes. Trustee Blankestyn was absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary