

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
September 21, 2015**

President David 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 21, 2015.

Trustees present: Sandra Beaupre, Mary Kay Blankestyn, Natalie Netherton, Patricia Paul, Judith Smead, David Stejkowski and Ellen Stringer.

Also present: Library Director Diana Dillinger and Library legal counsel Claire Chaplinski.

President's Report: None.

Secretary's Report: None. The board reviewed the minutes from the regular board meeting on August 17, 2015 and the minutes from the Finance Committee meeting held the same day. Beaupre made a motion to approve the regular minutes as corrected and the committee meeting minutes as presented. Netherton seconded the motion and it passed with a vote of all ayes.

Correspondence and Communications, and Public Comment (action items only): None.

Financial Report: Stringer thanked everyone for their help, prayers and patience while her son, Joe, was sick. The board reviewed the bills. Stejkowski asked about the FOP check. Dillinger explained that this was for the Shop with a Cop program. Stejkowski made a motion to pay the bills as presented. Beaupre seconded the motion and Beaupre, Blankestyn, Netherton, Paul, Smead, Stejkowski and Stringer voted yes. The balance sheet is right where it should be and will be presented to the auditor.

Director's Report:

Tax Disbursement: The library received the third tax distribution for the new fiscal year on Sept. 15 in the amount of \$330,237.04.

Computer Upgrades: Tech Pro-Logic will install new computers in the Adult Patron Computer Area Sept. 24. These are very compact, all-in-one computers running Windows 8.

Marketing: An article promoting events in September ran in the Country Market on Sept. 1. The library sent out three email blasts in August. There are 464 people on the library's email list and the library has 368 likes on Facebook. This year the library is participating in the Scarecrow Contest at the Perry Farm. The library also ran an ad promoting the 50+ Book Club and a future program on the "Art of Hat Making" which ran in the Daily Journal for Grand-

parents Day on Sept. 12.

Staff Updates: Cassidy Jacobson, formerly of Naperville and now of Kankakee, has been selected as the library's new Adult Services Supervisor. She started her new position Sept. 8. She has a master's in library science from the University of Illinois and has worked at the Champaign Public Library.

Other Updates: Based on patron requests, a new DVD section for Family Movies has been created. Selected titles are still in the process of being moved to the new section.

Statistics: This month statistics are attached in a new format created by Associate Director Kelly McCully with comparison charts for the last three years.

Deadlines: Sept. 22, Deadline for Public Hearing and adoption of Budget & Appropriation Ordinance which shall be published within 30 days of adoption and filed with the County Clerk.

Committee Reports:

Personnel: None.

Finance: None.

Building and Grounds: None.

Policy Committee: Policy Committee will meet Monday, Oct. 12 at 4 p.m. to review the Trustees section of the Policy Manual and a few other policies that need revision.

Long Range Planning: None.

Unfinished Business: None

New Business: The Audit Report was tabled until the October meeting.

Adopt Budget & Appropriation Ordinance No. 15-05 for the 2016-2017 Fiscal Year: Beaupre made a motion to approve Budget & Appropriation Ordinance No. 15-05 for the 2016-2017 Fiscal Year. Paul seconded the motion and Beaupre, Blankestyn, Netherton, Paul, Smead, Stejkowski and Stringer voted yes.

Review annual report: The board reviewed the annual report. Dillinger and McCully will pull numbers for more comparison in October.

Approve Wage Scale and salary increases: Dillinger reported that the budget calls for a 3% raise. The first October pay period was already okayed. The Wage Scale also needs adjustment. Stringer made a motion to approve the Wage Scale and salary increases as presented. Beaupre seconded the motion and it passed with a vote of all ayes.

Approve purchase of AED equipment and training: Dillinger presented information on the possible purchase of AED equipment and training, including a bid from Physio Control for equipment and training. Libraries are not required to have this equipment but Stejkowski and other board members feel that every public place should have one. Dillinger reported that the Friends of the Library met earlier in the day on Sept. 21 and they have donated \$1,000 towards this purchase. Funds for the balance will come from the per capita grant. The library will be covered by the Good Samaritan Act and will have no legal liability because of this. Beaupre made a motion to approve the purchase of the AED equipment and training costs. Blankestyn seconded the motion and it passed with a vote of all ayes.

Public Comment: None.

Adjournment: Paul made a motion to adjourn the meeting at 7:48 p.m. Beaupre seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary