

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
October 19, 2015**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on October 19, 2015.

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

Also present: Library Director Diana Dillinger, Associate Library Director Kelly McCully and Library legal counsel Claire Chaplinski.

President's Report: Stejkowski reported that his grandson Michael got the all clear on his last checkup.

Secretary's Report: None. The board reviewed the minutes from the 2016-2017 Budget And Appropriations Ordinance Hearing and the regular board meeting, both held on September 21, 2015 and the minutes from the Policy Committee meeting held October 12. Beaupre made a motion to approve the regular minutes as corrected and the hearing and committee meeting minutes as presented. Stringer seconded the motion and it passed with a vote of all ayes. Paul and Smead were absent.

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

Financial Report: The board reviewed the bills. Stringer asked if there were any questions on the bills. Stejkowski made a motion to pay the bills as presented. Beaupre seconded the motion and Beaupre, Blankestyn, Netherton, Stejkowski and Stringer voted yes. Paul and Smead were absent. The balance sheet is right where it should be and will be presented to the auditor.

Director's Report:

Projects: Computer upgrades in the Adult Patron Computer Area are complete. A taller table and new signage highlights the self-checkout station. Family movies have been separated into their own location in new shelving.

Marketing: An article promoting events in October ran in the Herald on Sept. 29. The library sent out four email blasts in September. There are 467 people on the library's email list and the library has 377 likes on Facebook. This year the library is participating in the Scarecrow Contest at the Perry Farm. Dillinger shared a photo of the library's scarecrow on her report.

Workshop: McCully attended the Employee Law Conference in Naperville on

October 15 presented by the Illinois Management Association. The library's Crisis Preparedness and Disaster Recovery plan needs work. McCully has lots of ideas from the workshop.

Other Updates: McCully also reported that the AED project and device are good to go. Eight library employees have signed up for training. The Annual Report Comparison was also discussed.

Committee Reports:

Personnel: None.

Finance: None.

Building and Grounds: None.

Policy Committee: Policy Committee met Monday, Oct. 12 and will report under New Business.

Long Range Planning: None.

Unfinished Business: Accept audit report: This was deferred until the auditor arrived to present the audit.

Renewal of health insurance policy: The trustees' packets included Blue Cross/Blue Shield options for changing the insurance to keep it at about the same price. The board reviewed the options and Stejkowski asked for opinions. Stringer said that the \$2,000 increase can be covered and made a motion to keep the existing insurance policy as it is. Blankestyn seconded the motion and it was passed with a vote of all ayes. Paul and Smead were absent. Dillinger reported that the policy will renew on November 1 if the library does nothing. It's automatic.

New Business: Approve Ordinance regarding Library Insurance Management and Risk Control Combination (LIMRicc) bylaws and intergovernmental agreement (Unemployment Compensation Program) and Approve Ordinance authorizing new intergovernmental agreement with LIMRicc were tabled until the November meeting.

Approve annual retainer for legal counsel: Attorney Claire Chaplinski asked for a \$10/hour raise in her retainer to \$185/per hour. Stringer made a motion to make the increase as requested. Stejkowski seconded the motion and it passed with a vote of all ayes.

Review/revise Trustees and Legal Requirements Policies 01-01 to 01-18, Serving our Public Policies 03-06 and 03-15 and Employee Policy 02-04 Full-time Staff: Policy Committee Chairman Blankestyn reviewed the changes and revisions of the policies reviewed. Beaupre made a motion to make the recommended changes in policy 01-08 and recognize policies 01-01 through

01-07 and 01-09 through 01-18 as reviewed. Netherton seconded the motion and it passed with a vote of all ayes. Paul and Smead were absent.

Beaupre made a motion to approve the changes to policy 02-04 which was revised so the library pays 90 percent of all insurance and the employee pays 10 percent of all insurance; policy 03-06 concerning Freedom of Information requests and the FOI form, which were updated due to changes at the state level; and policy 03-15, the Circulation Policy which was changed so that patrons may present their borrower's card in either a physical or digital format when borrowing materials. Stringer seconded the motion and it passed with a vote of all ayes. Paul and Smead were absent.

Holiday party: McCully reported that Rigo's Cafe is moving to 164 N. Schuyler in Kankakee. The party is planned for Dec. 6. As soon as the restaurant is moved, McCully and Dillinger will get more information. The board agreed that they should book it if the prices and menu look okay.

Presentation of audit by Joe Martin of Zabel and Associates: Martin reported that the audit is good overall. The statement of net position is in very good order. The auditor's advice is to monitor internal controls as they continually change. All that remains to be done is the Illinois Comptroller Report due by December 31. The auditor will send adjustment entries for bookkeeper and the treasurer's report. Beaupre made a motion to accept the auditor's report as presented. Stringer seconded the motion and it passed with a vote of all ayes.

Public Comment: Dillinger reported that library employee Jen Wilken passed away following a lengthy illness.

Adjournment: Beaupre made a motion to adjourn the meeting in memory of Jen Wilken at 7:59 p.m. Netherton seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary