

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
November 17, 2014**

President Dave Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on November 17, 2014 at the library.

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

Also present: Library Director Diana Dillinger and attorney Claire Chaplinski.

President's Report: Stejkowski reported he will not be taking a second term on the Kankakee Regional Planning Commission

Secretary's Report: None. The board reviewed the minutes from the regular board meeting on October 20. Smead made a motion to approve the minutes as corrected. Beaupre seconded the motion and it passed with a vote of all ayes. Netherton was absent.

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

Financial Report: Stringer reviewed the list of transactions and asked for any questions. The board reviewed the bills. Stejkowski made a motion to pay the bills as presented. Beaupre seconded the motion and Stejkowski, Beaupre, Blankestyn, Paul, Smead and Stringer voted yes. Netherton was absent. Stringer said the balance sheet looks great and she will submit it to the auditor.

Director's Report: A fourth tax distribution was received on October 17 in the amount of \$27,308.07.

Dillinger reported that the library is participating in the Gallery of Trees at the Kankakee County Museum this year. Trees will be on display December 1-30. She had photos of the library's tree and its handcrafted ornaments made from the pages of old books.

Marketing: An article promoting coming events in November appeared in The Herald on October 28. There are 392 people on the library's email list and 216 likes on the Facebook page.

Holiday Party: The Holiday Party will be held at 6:30 p.m. Sunday, December 7 at Aurelio's Pizza. RSVP to Diana by Monday, December 1.

Information on Prairie Cat: Dillinger said she included an information sheet on Prairie Cat in the board packets.

Committee Reports:

Personnel and Finance: None.

Building and Grounds: Beaupre asked if there should be a sign indicating additional parking at the school. Dillinger said we have one that gets put up for special big events. Dillinger reported that the bulb planting is finished and the lilies have been split.

Policy Committee: None.

Long Range Planning: None.

Unfinished Business: No-Fine policy: Dillinger has no more information as yet. Board consensus was to table this item until more information is received.

Adopt Levy Ordinance: Beaupre made a motion to pass Levy Ordinance 14-06. Stringer seconded the motion. Dillinger reported that there is an addition error in the ordinance. This discussion was suspended until later in the meeting.

Per capita grant proposals: The per capita funds remaining after replacing the teen computers are \$25,500. This money must be spent by June 30, 2015 in one or more of the following categories: print or non-print materials for adults or children, including electronic resources, equipment and technology, promotion, continuing education, salaries, programming or consulting. Dillinger reported that items being considered include:

- A self-checkout station including hardware and software, \$6,000.
- A new library website. The current website was created in 2006 and is very outdated. Included in the board packets is a proposal from Weblinx to design a website including staff training and continuing support, \$6,000.
- Maker Space development. Kelly McCully has written a grant for two 3-D printers worth approximately \$4,000. Supplies, other equipment and some staffing of a lab would be \$5,000. Total is approximately \$17,000. Board consensus after discussion was favorable to all items. Paul made a motion to approve the per capita projects. Beaupre seconded the motion. Stejkowski, Beaupre, Blankestyn, Paul, Smead and Stringer voted yes. Netherton was absent.

Adopt Levy Ordinance: Dillinger reported that there was an addition error in the ordinance. After discussing the best possible way to correct this, Stejkowski made a motion to amend the previous motion as follows: 1. Budget and Appropriation Ordinance 14-05 is hereby amended to correct certain scrivener's errors in Account 4000-04 Property Taxes Audit is reduced from \$5,000 to \$500 and in Account 4000-05 Property Taxes Insurance is reduced from \$7,500 to \$4,500 and 2. immediately thereafter to pass Levy Ordinance

14-06. Stejkowski, Beaupre, Blankestyn, Paul, Smead and Stringer voted yes. Netherton was absent.

At 8:04 p.m., Stringer made a motion to move into Executive Session to discuss personnel issues. Beaupre seconded the motion and it passed with a vote of all ayes. Netherton was absent.

The board moved back into regular session at 8:10 p.m. Smead made a motion to approve the recommended \$500 holiday bonus for library director Dillinger. Paul seconded the motion. Stejkowski, Beaupre, Blankestyn, Paul, Smead and Stringer voted yes. Netherton was absent.

Public Comment: None.

Adjournment: At 8:12 p.m., Beaupre made a motion to adjourn the meeting. Blankestyn seconded the motion and it passed with a vote of all ayes. Netherton was absent.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary