

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
October 21, 2013**

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 October 21, 2013 at the library.

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

Also present: Library director Diana Dillinger, attorney Claire Chaplinski and former library trustee Pat O'Brien.

President's Report: None. Stejkowski said he will be on vacation beginning Oct. 22 but he can be reached by email.

Secretary's Report: None. The board reviewed the minutes from the Budget and Appropriations Ordinance Hearing and the regular September meeting. Blankestyn pointed out an error on page 2 of the regular minutes. Smead made a motion to approve the regular meeting minutes as corrected and the minutes from the Budget and Appropriations Ordinance Hearing. Beaupre 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 presented the Treasurer's report. The board reviewed the bills. Stringer made a motion to pay the bills as presented. Beaupre seconded the motion. Stejkowski, Beaupre, Blankestyn, Netherton, Paul, Smead and Stringer voted aye. The board reviewed the balance sheet. Stringer said the balance sheet is tracking okay. She will submit the balance sheet to the auditor.

Director's Report:

Igniting Passion for Reading: Bourbonnais Elementary School District invited four library staff members to a workshop at Kankakee Community College with nationally known author Steven Layne. Julie and Daphne from Children's, Fabi from Teens and Kelly from Adult services attended Oct. 11.

Statistics: A Statistics Report was included in the Director's Report. There was also a report of evening activity counts. Stejkowski said that Long Range Planning will need to consider these counts when working on any changes in library hours.

Print Marketing: Dillinger reported that she met with the programming staff, Kelly, Fabi and Julie to develop a print marketing plan. Kelly set up a template on the

server that all four of them can access to add information. Deadlines were set that will coordinate with The Herald's publication deadline.

Waiting Line: There is a new waiting line set up for patrons at the circulation desk. The purpose is to create a defined waiting point, which, when the library is busy, will prevent confusion, frustration and traffic jams. Dillinger and the other supervisors saw this in use at the Tinley Park Public Library when they visited there and hope this will be beneficial to both patrons and staff.

Funds received: A fourth tax disbursement was received in the amount of \$21,797.69.

Deadlines: The Audit and the Budget & Appropriation Ordinance were filed at the County Clerk's Office. Dec. 3 is the last day to adopt the levy ordinance. Dec. 27 is the last day to file the Audit and the Budget & Appropriation Ordinance with the State Comptroller. Dec. 31 is the last day to file the Levy Ordinance with the County Clerk and the last day to file the certificate of compliance with Truth in Taxation Act with the County Clerk.

Committee Reports:

Personnel and Finance: None.

Policy Committee: None.

Long Range Planning: None.

Unfinished Business:

Health Insurance: Dillinger said the final rates received from Blue Cross/Blue Shield through HomeStar Insurance were the same as those originally received. The insurance is ready to go Nov. 1 pending board approval. Beaupre made a motion to accept the quote from Blue Cross/Blue Shield. Stringer seconded the motion. Stejkowski, Beaupre, Blankestyn, Netherton, Paul, Smead and Stringer voted yes.

New legal counsel: Stejkowski reported he received two applications for the legal counsel position from Mark Steffen and Claire Chaplinski. Stejkowski explained that he felt the board should go with someone willing to learn and stay with the district for a long time. Blankestyn made a motion to accept Claire Chaplinski as the new legal counsel. Smead seconded the motion and it passed with a vote of all ayes. Stejkowski and Dillinger will meet with Chaplinski to set rates, etc.

New Business:

Approve resolution to close Centruie Bank deposit accounts:

Stringer made a motion to approve Resolution 13-01 to close deposit accounts at Centruie Bank. Netherton seconded the motion and it passed with a vote of all ayes.

Approve temporary bookkeeping services: Dillinger explained that library bookkeeper Penny Denoyer provides services for a flat monthly fee of \$400. She is at the library one morning a week for about four hours. She will be gone to Florida beginning Feb. 8 for nine weeks. In the past, Dillinger has taken on the extra work, being paid what Denoyer would for the same work. A temporary bookkeeper would cost approximately \$1,188. Smead made a motion to have Dillinger do the bookkeeping while Denoyer is gone. Paul seconded the motion and it passed with a vote of all ayes.

Set date for Levy Ordinance hearing: Dillinger explained that the district isn't required to hold a Truth in Taxation hearing this year, because the levy increase is less than five percent.

Staff service awards: Staff service awards are presented at the Holiday Party. Stejkowski asked for an Executive Session at the November 18 meeting to discuss this under Personnel. Dillinger said there are funds budgeted in salaries expense for these awards.

Public Comment: O'Brien commented that the new logo, the picture in The Herald of the logo unveiling and the new name badges are very nice. He likes the email bulletins. He noted that the adult reading groups all read current books. He is interested in a group to read older material, maybe Pulitzer Prize winners. Dillinger commented that a section devoted to older classics or prize winners could be included in the monthly newsletter. She also said that the One Book, One Community title for fall 2014 is the classic **All Quiet on the Western Front**.

Adjournment: At 8:05 p.m., Stringer made a motion to adjourn the meeting. Beaupre seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary