

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
November 18, 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 November 18, 2013 at the library.

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

Also present: Library director Diana Dillinger and library attorney Claire Chaplinski.

President's Report: Stejkowski thanked everyone for their patience during his grandmother's illness.

Secretary's Report: None. The board reviewed the minutes from the regular October meeting and the minutes from the Policy Committee Meeting on November 6. Beaupre made a motion to approve the regular meeting minutes and the minutes from the Policy Committee Meeting. Stringer seconded the motion and it passed with a vote of all ayes. Netherton and Paul were absent.

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

Financial Report: Stringer presented the Treasurer's report. The board reviewed the bills. Stejkowski made a motion to pay the bills as presented. Smead seconded the motion. Stejkowski, Beaupre, Blankestyn, Smead and Stringer voted aye. Netherton and Paul were absent. The board reviewed the balance sheet. Stringer said the balance sheet is tracking okay. She will submit the balance sheet to the auditor. Dillinger received adjusting entries from the auditor.

Director's Report:

Special Program: A two-person retelling of Charles Dickens' A Christmas Carol will be presented by Rose Productions at 6:30 p.m. Monday, December 9 in the White Oak Room at the library.

Per Capital Proposal: Dillinger explained proposed purchases for the Per Capita Grant funds of \$24,912.29 which must be spent by June 30, 2014 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. Items being considered include: AWE Early Literacy Stations (2); teen computers (5); laptops (6); memory upgrades; Playaway Book Bag Sets (40-50); software—Office 2013 Professional; and tech services and Overdrive direct patron support.

Marketing: A photo from storytime ran in The Herald for Fire Prevention Week on Oct. 22. An article about November programs ran in The Country Market Oct. 29. Library staff is working on an article for December programs which should run Nov. 26. The email blast program currently has more than 150 people signed up and several emails have been sent out. Dillinger explained that one great way to reach residents who do not currently use the library or check the library webpage would be a digital sign to replace the library's existing sign. There is a lot of traffic on John Casey Rd. Dillinger asked Friendly Signs, who made the library's current sign for a rough estimate and they quoted about \$15,000. Stringer suggested looking at this in the spring depending on the state of the budget. The board agreed. Dillinger also presented examples of new library cards with the new logo. Board consensus was to go with the cream background.

Statistics: A Statistics Report and Programs Detail Report for October were included in the Director's Report as well as an updated Board Contact List, a Holiday Party invitation and detailed information about the AWE Early Literacy Stations.

Deadlines: 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: None.

Finance: None.

Policy Committee: Policy Committee met Nov. 6 and will meet again Nov. 20 at 5 p.m.

Long Range Planning: None.

Unfinished Business: New legal counsel—approve retainer agreement: Stejkowski reported that a retainer agreement was reached with new legal counsel Attorney Claire Chaplinski for \$175 an hour for 25 hours in the next year. Beaupre made a motion to approve the retainer agreement as presented. Smead seconded the motion and it passed with a vote of all ayes. Netherton and Paul were absent.

New Business:

Adopt levy ordinance: The board reviewed the levy ordinance. Stringer made a motion to adopt the levy ordinance as presented. Beaupre seconded the motion. Stejkowski, Beaupre, Blankestyn, Smead and Stringer voted aye. Netherton and Paul were absent.

Approve Policy 03-19 as revised: Policy Committee chairman Blankestyn

explained that with the new Illinois Concealed Carry law changes need to be made to Policy 03-19. Changes include provisions of the new law that require signs be posted at the entrance to the library building and at the entrance to library property. Beaupre made a motion to approve Policy 03-19 as revised. Blankestyn seconded the motion and it passed with a vote of all ayes. Netherton and Paul were absent.

Blankestyn also reported that the Policy Committee discussed whether the Building & Grounds Committee should be reinstated. After some board discussion, Stejkowski said he saw the continuing need for the committee, reinstated the committee and appointed the whole board to the committee.

Personnel: The Board approved \$2,800 total for staff service awards.

Executive Session: The Board did not go into Executive Session.

Public Comment: None.

Adjournment: At 7:54 p.m., Smead made a motion to adjourn the meeting. Beaupre seconded the motion and it passed with a vote of all ayes. Netherton and Paul were absent.

Respectfully submitted,

Mary Kay Blankestyn, Board Secretary