

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
January 23, 2023**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:00 p.m. on January 23, 2023.

**Trustees present:** Mary Kay Blankestyn, Deborah Hendrick, Laurie Hofman, Judith Smead, Ellen Stringer, and David Stejkowski.

**Also present:** Library Director Kelly McCully.

**President's Report:** Stejkowski noted there was a quorum present. He also expressed gratitude that the frozen and ruptured plumbing situations in December weren't as bad as they could have been (McCully will summarize the situations in her Director's Report).

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting and the Executive Session both held December 19, 2022. Hofman made a motion to accept all the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes.

**Correspondence & Communications and Public Comment (action items only):** Director McCully received an email from Bill Pyle, the first Board of Trustees President. He is thrilled and amazed at the great variety of programs the Library offers.

**Financial Report:** Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Blankestyn seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, and Stejkowski voted yes. The balance sheet is tracking at 45% and will be submitted to the auditor.

**Director's Report:** Deadlines: Jan. 31, FY2024 Per Capita Grant Application and FY2022 Expenditure Reports due (Complete). Feb. 1, Last day to send the list of those required to file a Statement of Economic Interest to the Kankakee County Clerk (Complete). April 4, Consolidated Election.

**Marketing:** The Library has 2,854 Facebook followers, 1,017 Instagram followers, and 1,258 followers on TikTok.

**Best Books Campaign:** Marketing Assistant, Amanda, compiled a list of Best Books of 2022 from library staff members and created a suggested reading list for social media and display in the Library. She even broke down the selections by genre. The full list is available at the Circulation Desk.

**Building & Grounds:** McCully met with Jacob from The Carlile Group on Tuesday, January 3, 2023, to discuss the Schematic Design Options for the Flooring Project. This is the second phase of the flooring project where preliminary layout drawings are reviewed and preliminary finishes are discussed. McCully will share a summary of the meeting, including drawings, at the Board Meeting. The next phase of the project is the Design Development Phase.

The Library experienced an incident with frozen, and eventually ruptured plumbing during the extreme weather from December 22-26, 2022. Facilities Coordinator, Bill Johnson, discovered that the water pipes were frozen in the Youth Services Area on Friday, December 23, 2022. A plumber was sent from Precision Piping, who confirmed the area where the pipe was frozen; they made recommendations, but no action was taken. On Monday, December 26, Bill discovered that a pipe had ruptured and was leaking into the Children's Storytime Room, Children's Collection Area, Youth Services Workroom, and Youth Services Office. Water was turned off to the entire building and Precision Piping was called again to make the repair. They capped off the water to the damaged area so water service could resume to the rest of the building. The Library reopened as scheduled on Tuesday, December 27, 2022. Bill was able to remove the water from the flooded area. Most of the carpeting impacted will be replaced during the flooring project. No library materials were damaged in the incident. Precision Piping returned for a third visit; they replaced the damaged plumbing and restored water to the Youth Services Area.

The Library experienced an additional water incident on Tuesday, December 27, 2022, with the sprinkler system. A pipe in the sprinkler system also froze and then ruptured during the extreme weather from December 22-26, 2022. This rupture activated the fire alarm system, and the Bourbonnais Fire Protection District was dispatched to the Library. The sprinkler system was out of service until repairs could be made by Pipco. No library materials were damaged during the sprinkler system incident. All repairs have been completed by Pipco, and the fire suppression system is back in service. McCully expressed appreciation to Facilities Coordinator, Bill Johnson, who spent many hours at the Library and on the phone with contractors during the holiday closure.

AED replacement supplies have been ordered per manufacturer recommendations. Typically, a replacement battery and pads are ordered every two years for the library's AED. Supplies are currently taking about 10-12 weeks for shipment. The library's supervisory team will participate in CPR, AED, and basic first aid training sometime in the spring of 2023.

**Circulation & New Patrons:** McCully included a chart that compares local circulation statistics. Bourbonnais Public Library continues to have the highest total circulation numbers in Kankakee County up 11% from 2021.

**Capira Mobile App Statistics:**

Holdings Placed: 290

Catalog Searches: 949

View My Record: 1,322

Scan My Card: 186

**Technology:** Ten new staff computers were delivered to the Library on December 22, 2022. The library's technician from Tech Pro Logic is working on configuring and deploying the new computers.

**Administration:** The Library is putting together a Request for Proposal (RFP) for both auditing and legal services. McCully has started to gather information and contacts for accounting firms that perform government auditing services and law firms that represent public library districts. She will send out formal requests to these businesses in late January/early February for presentation at the February Board Meeting.

**Committee Reports:**

**Personnel:** None.

**Finance:** None.

**Policy:** None.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:**

Discuss Trustee Vacancy: McCully led a discussion concerning the vacancy on the Board. No action will be taken at this time due to the Consolidated Election occurring on April 4, 2023.

Discuss & Approve Schematic Design for Flooring Project: McCully presented preliminary layout drawings for the library's flooring project. The overhead views gave a rough idea of what the project would look like. Installation of the new flooring will be completed in two phases. The first phase will be completed from the circulation desk and computer area to everything east of these areas. The second phase will be completed from the circulation desk through the fiction area. The Library will need to be closed during this second phase. Blankestyn made a motion to approve the schematic design of the flooring project. Stringer seconded the motion and it passed with all eyes.

**New Business:**

Discuss & Approve Commercial Insurance Package: McCully reviewed the insurance package from Cook and Kocher Insurance Group, Inc. She summarized the type, description, and amount of coverage and reviewed the premium summary breakdown comparing 2022-2023 to 2023-2024. Stejkowski made a motion to approve the insurance package. Blankestyn seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, and Stejkowski voted yes.

**Public Comment:** None.

**Adjournment:** Hofman made a motion to adjourn the meeting at 7:38 p.m. Smead seconded the motion and it passed with a vote of all eyes.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary