

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**  
**RECORD OF REGULAR BOARD MEETING PROCEEDINGS**  
**January 22, 2024**

President David Stejkowski (via Zoom) called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:05 p.m. on January 22, 2024.

**Trustees present:** Kate Burgess, Deborah Hendrick, Laurie Hofman, Jessica Prentkowski, Ellen Stringer, and David Stejkowski (via Zoom). Trustee Mary Kay Blankestyn was absent.

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

**President's Report:** Stejkowski noted there was a quorum present and shared that he was attending the Board meeting via Zoom because he and his wife were enroute to Cleveland, Ohio, for medical reasons.

**Secretary's Report:** The Board reviewed the minutes from the Policy Committee Meeting held December 18, 2023, and the regular Board Meeting held December 18, 2023. Stringer made a motion to accept all the minutes as presented. Prentkowski seconded the motion and it passed with a vote of all ayes. Trustee Blankestyn was absent.

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

**Financial Report:** Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Burgess seconded the motion. Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. Trustee Blankestyn was absent. The balance sheet is tracking at 44.6% and will be submitted to the auditor. Director McCully shared that the Library received \$1,002.42 from the Village of Bourbonnais as part of TIF revenue sharing.

**Director's Report:** Deadlines: January 30, FY2025 Per Capita Grant Application & FY2023 Grant Report Due. February 1, Last day to prepare and send a list of those required to file a Statement of Economic Interest with the Kankakee County Clerk.

**Finance:** The Library received grant funding of \$7,113.60 from FEMA/IEMA for the Emergency Protective Measures Grant concerning COVID-19 cleaning expenses. This

program expired in November 2023. Since 2020, BPL has received over \$28,000 in grant funds to pay for commercial cleaning expenses.

**Personnel:** BPL welcomed three new staff members in January: Jessica Vick was hired as a Reference Assistant, Kathryn Collins was rehired as a Circulation Assistant, and Alyce Hayes was hired as an Administrative Assistant.

The Library will be closed for a staff in-service day on Friday, February 9, 2024. A Staff Strategic Workshop is planned with strategic planning consultants, Sarah Marion and Jeff Williamson, and a variety of sessions on the History of BPL, the Anatomy of TikTok, BPL Staff Skill Share, and additional team-building activities.

**Policy:** *Personnel Policies 02-01 through 02-14-* All Board-approved personnel policy changes, as recommended by HR Source and to ensure compliance with the *Paid Leave for All Workers Act* that went into effect January 1, 2024, have been distributed to staff. Each staff member received a digital copy of the updated personnel policies and was asked to sign an acknowledgment after reviewing the policies. All up-to-date versions of the library policies can be found on the BPL website.

**Building & Grounds:** Facilities Coordinator, Bill Johnson, has reported a pressure leak in the sprinkler system. PIPCO visited the Library on Tuesday, January 16, 2024, but they were unable to locate the leak due to the freezing conditions. PIPCO travels from Peoria, Illinois, for their service visits. A more local option for sprinkler maintenance and repair is being explored.

**Strategic Planning:** A Strategic Planning Kick-Off Meeting was held on Friday, January 19, 2024, with facilitators Sarah Marion and Jeff Williamson. The Strategic Planning Committee is comprised of the Director and seven BPL staff members. The Committee completed a SWOT Analysis and Big Question exercise at the kick-off meeting. The next step in the planning process will be to create a survey for the community, local partners, and local businesses. There will be three focus group meetings in the future.

There will be a Staff Strategic Planning Workshop during the library staff in-service on Friday, February 9, 2024. This will provide all staff in attendance the opportunity to learn about the strategic planning process and give their feedback and input towards a Strengths Analysis of BPL.

**Upcoming Programs:** Upcoming programs include New Year, New Book Club Picks. Also, the weekly children's programs begin Monday, January 8, with Family Storytime, Mondays at 10 a.m., Twinkle, Twinkle at 6:30 p.m. on Tuesdays, Little Learners on Thursdays at 10 a.m., and Books with Baby at 10 a.m. on Fridays. Winter Wonder: a teen winter reading challenge for grades 5 to 12 has two weeks left.

**Committee Reports:**

**Finance:** None.

**Personnel:** None.

**Policy:** None.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:** None.

**New Business:**

**Discuss & Approve Commercial Insurance Package:** McCully presented an insurance review chart prepared by Cook and Kocher Insurance Group, Inc. She summarized the type, description, and amount of coverage and reviewed the premium summary breakdown comparing 2023-2024 and 2024-2025. The numbers show a 10% increase. Burgess made a motion to approve the insurance package. Hofman seconded the motion. Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. Trustee Blankestyn was absent.

**Review & Approve Lighting Project:** McCully contacted Carlile Architects LLC for a design plan for new lighting installation in the lobby and a small lighting project in the Breakroom. She shared the detailed plans with the Board.

McCully has solicited proposals for the project from Ruder Electric, Inc. whose proposal was \$23,890 and Keast Electric, Inc. whose proposal was \$14,700. After a brief discussion, Stringer made a motion to authorize McCully to accept the lighting proposal from Keast Electric, Inc. not to exceed \$14,700. Prentkowski seconded the motion. Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. Trustee Blankestyn was absent.

**Public Comment:** None.

**Adjournment:** Hofman made a motion to adjourn the meeting at 7:26 p.m. Burgess seconded the motion and it passed with a vote of all ayes. Trustee Blankestyn was absent.

Respectfully submitted,

Deborah Hendrick  
Board Secretary