BOURBONNAIS PUBLIC LIBRARY BOARD OF TRUSTEES

RECORD OF REGULAR BOARD MEETING PROCEEDINGS

January 26, 2026

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on January 26, 2026.

Trustees Present Mary Kay Blankestyn, Kate Burgess, Jen Corke-Kafer, Laurie Hofman, Jessica Prentkowski, Ellen Stringer, and David Stejkowski.

Also Present Library Director Kelly McCully and Stacey Van Kley

Introduction of Visitors and Public Comment None

Review Agenda for Additions/Changes None

Consent Agenda- Action

Approve December 15, 2025 minutes

Approve Financial Report and payment of bills for December 2025

Approve check registers

Blankenstyn made a motion to approve the Consent Agenda. Hofman seconded the motion. Burgess, Corke-Kafer, Prentkowski, Stringer, and Stejkowski voted in the affirmative.

Officer's Reports None

Correspondence & Communications None

Director's Report 2/1/26: Last day to prepare and send to the County Clerk the list of those required to file Statements of Economic Interest

Joint Review Board Meeting The annual Joint Review Board (JRB) meeting for the Bourbonnais Industrial Park Conservation Area & Main Street/University Ave TIF Districts was held Tuesday, January 20, 2026, at the Village of Bourbonnais. The Library received $2,334.13 in resource sharing revenue from the Industrial TIF. I have attached the JRB presentations and reports for review.

We are working with Jamie Rachlin on a three-year expense projection for the District. This will include salary projections and projected maintenance projects. The projections will be reviewed at the Finance Committee Meeting on Monday, February 23, at 6:30 pm.

On February 7, the Library and Electric Lady Lounge will be collaborating for a Love Your Library tattoo flash sale! The designs will feature literary themes, and one will showcase our iconic arched windows. The Library Administration and our Marketing and Outreach Coordinator will be present at the event to share the many ways the Library is a resource for our community. We will be raffling off a basket full of library goodies and some items from Electric Lady Lounge.

A new water fountain with a bottle filler is scheduled for installation in the lobby.

Annual sprinkler testing will be performed by MATCO Fire Protection. During extreme temperatures, we keep water flowing in several areas of the building to avoid the frozen pipes and systems we have had in the past.

We will have our annual Staff Training Day on Friday, February 20. The Library will be closed this day. We plan to have sessions presented by Harbor House, Every Library, and Outsource Solutions group. We will wrap up the day with a staff wellness session.

We will enable multifactor authentication for G-Suite for all staff using Google Titan Security Keys. OSG was here on Friday, January 23, 2026, to deploy keys to the Supervisory Team. Supervisors will help staff members connect their keys, adding an extra layer of security to our network.

The Illinois State Library Technology Grant enabled a much-needed upgrade to our scanner, document feeder, and kiosk. The ex-large kiosk is highly accessible and features newer technology for even better scanning results. Most exciting for our patrons: they can release and pay for their prints with our new cashless print-and-pay machine.

Committee Reports

Finance February 23, 2026, at 6:30 pm

Personnel None

Policy None

Building & Grounds None

Long Range Planning None

Old Business None

New Business

Review 2025 Property Condition Assessment & Opinion of Probable Construction Cost: McCully presented a detailed review of the Property Condition Assessment conducted by Carlile Home & Property Services, Inc, including the status of immediate, short-term, and long-term repairs.

ACTION: Discuss & Approve Commercial Insurance Package Renewal: The Board reviewed the renewal documents for General Liability, Property Coverage, Business Auto, Umbrella, Directors & Officers, Workers Compensation, and Government Commercial Crime coverage. The renewal premium reflects a 9 % increase from 2025. The 2026 package renewal premium is $13, 515.

Action Stejkowski made a motion to approve the Commercial Insurance Package Renewal. Corke-Kafer seconded the motion. All trustees voted to approve the motion.

Public Comment None

Adjournment Stejkowski made a motion to adjourn the meeting at 7:28 p.m. Blankestyn seconded the motion, and it passed with a unanimous vote of the present trustees.

Respectfully Submitted,

Kate Burgess
Secretary