BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
January 27, 2025

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 27, 2025.

Trustees present: Mary Kay Blankestyn, Kate Burgess, Deborah Hendrick, Laurie Hofman, Jessica Prentkowski, Ellen Stringer, and David Stejkowski.

Also present: Library Director Kelly McCully and Assistant Library Director Stacey Van Kley.

Introduction of Visitors and Public Comment: None.

Review Agenda for Additions/Changes: None.

Consent Agenda- Action:

Approve December 16, 2024, minutes.
Approve Financial Report and payment of bills for December 2024.
Approve check registers.

Blankestyn made a motion to approve the Consent Agenda. Burgess seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Officer's Reports: Stejkowski expressed the Board's condolences to Trustee Stringer in the passing of her mother and his appreciation to her for attending the meeting. Stejkowski also reported that he and Assistant Director Van Kley had attended the Village of Bourbonnais TIF Joint Review Board meeting.

Stringer reported that the balance sheet is tracking at 50% and will be submitted to the auditor.

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

Director's Report: Deadlines: January 30, Per Capita Grant Application and Per Capita Grant Expenditure Report due. February 1, Last day to send the list of those required to file Statement of Economic Interest to County Clerk. April 1, Consolidated Election.

Finance: The Library received a $3,000 donation passed through the Illinois Library Association Fund for Illinois Libraries from Donna L. Hoffman.

Personnel: Circulation Services Supervisor Josh Hedding-Hess and Assistant Director Stacey Van Kley are conducting interviews for one additional Circulation Assistant.

The compensation analysis project with HR Source is underway. Once the project is completed, the results will be presented to the Personnel Committee to help guide the framework for the FY2025-26 Wage Scale.

Marketing: A public service announcement posted by the Marketing Team on January 16, 2025, starring Adult Services Supervisor Becca Maree, went viral. To date, the video has over 19,000 likes and 7,400 shares on Instagram, Facebook, and TikTok.

The video was completely ad-libbed by Becca and filmed in just two takes.

Building & Grounds: Carlile Group completed the Property Condition Assessment. The findings of the Assessment and Opinion of Probable Construction Cost will be presented to the Buildings and Grounds Committee at their next meeting on January 27, 2025.

Pipco repaired a pressure leak in the sprinkler system on Tuesday, January 7, 2025. They found an additional leak that will require 12 feet of new sprinkler pipe and fittings to be installed later.

Continuing Education: The Library will be closed on Friday, January 31, 2025, for a staff training day. BPL looks forward to welcoming speakers who will present on a variety of topics, including providing services for patrons with disabilities, cybersecurity and Internet safety, and supporting a welcoming and affirming space for library staff and patrons.

Trustee Education: Social Media Best Practices for Library Trustees will be presented online Friday, February 7, from 10 to 11 a.m. Attorney Julie Tappendorf will provide best practices on avoiding Open Meetings Act violations and help trustees learn how the First

Amendment can apply to trustee social media activities, even on personal social media accounts. Julie will discuss recent U.S. Supreme Court cases on government officials and social media and provide the dos and don'ts for moderating comments on social media.

A Special Retirement Celebration: Sir Edmund Winterbottom is retiring from public service. On Wednesday, January 15, 2025, the Library threw a retirement celebration to celebrate the library's rabbit. Eddie was rescued in the fall of 2019 and has been a cherished member of the library's crew for the last five years. He will remain in the Library but will no longer be interacting with the public.

McCully provided a link to the wonderful article that the Daily Journal published about BPL's beloved rabbit.

Upcoming Programs: Upcoming programs include Robotics Demonstration for kids 6 and up at 2 p.m. on Saturday, February 1, An Evening with James McBride (a virtual event) at 7 p.m. on Tuesday, February 4, Meditative Journaling for adults 18+ at 6 p.m. on Thursday, February 6, Barbie Club for all ages from 10 a.m. to noon on Saturday, February 8, Ruffled Wreath Workshop for adults 18+ from 1-3 p.m. on Saturday, February 8, Valentine Tea Party for Kids from kindergarten through 4th grade at 3:30 p.m. on Thursday, February 13, Saturday Planning Sessions for adults 18+ from 1-3 p.m. on Saturday, February 15, Mystery Candy, A Teen Tasting Party for Grades 7 and 8 from 3 till 4:30 p.m. on Thursday, February 20.

Committee Reports:

Finance: None.
Personnel: None.
Policy: None.
Building and Grounds: Meeting was held January 27, 2025, at 6:00 p.m.
Long Range Planning: None.

Old Business:

Review Property Condition Assessment: This item was reviewed at the Building & Grounds meeting held January 27, 2025, at 6:00 p.m.

New Business:

Review Opinion of Probable Construction Cost: This item was reviewed at the Building & Grounds meeting held January 27, 2025, at 6:00 p.m.

Discuss & Approve Carlile Group Estimate for Proposed Architectural Services: McCully led a brief review of the Carlile Group Estimate for Proposed Architectural Services discussed at the Building & Grounds meeting held January 27, 2025. The cost for the services is not to exceed $15,375. Stringer made a motion to approve the estimate for the architectural services. Hofman seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Review HR Source 2025 Market Benchmarking Analysis & Structure Development Project: This item was tabled until the February meeting.

Discuss & Approve Commercial Insurance Package Renewal: McCully presented an insurance review chart prepared by Cook and Kocher Insurance Group, Inc. She summarized the type, description, and amount of coverage and the premium summary breakdown comparing 2024-2025 and 2025-2026. The numbers show a 7.5% increase largely due to an increase in property value. Blankestyn made a motion to approve the insurance package. Prentkowski seconded the motion and it passed with all ayes.

Public Comment: None

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

Respectfully submitted,

Deborah Hendrick
Board Secretary