BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
October 21, 2024

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 October 21, 2024.

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

Also present: Library Director Kelly McCully, Assistant Director Stacey Van Kley, and members of the public Jennie Mills, Paul Mills, Jim Dieters, Becky Spratford, Matt Hedding-Hess, Cindi Robinson, Shari Crittenden, Lauren Offerman, Kirt Hendrick, Jennifer Corke-Kafer, Aubrey Laskowski, and Monica Harris.

Presentation of FY2023-24 Audit by Brandt & Associates (via Zoom): Brittany Brandt from Brandt & Associates, P.C. reviewed the Annual Financial Report for the year ended June 30, 2024. Brandt highlighted several pages of the document. The audit showed the Library is free of material misstatements, continues to have good internal control monitoring, and is in excellent financial condition. Last year Brandt had recommended the Library begin using QuickBooks online and was pleased that the Library did this. She expressed appreciation for the ease of working with BPL.

Introduction of Visitors and Public Comment: Stejkowski noted there was a quorum present and welcomed visitors. Four members of the public wished to address the Board, Jennie Mills, Paul Mills, Becky Spratford, and Matt Hedding-Hess. Each expressed appreciation, support, and encouragement to Director McCully and the BPL staff for creating an inclusive environment where everyone is welcome and for addressing diversity in their programming.

Review Agenda for Additions/Changes: There were none.

Consent Agenda- Action:

Approve September 16, 2024, minutes.
Approve Financial Report and payment of bills for September 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. Stringer reported the balance sheet is tracking at 27% and will be submitted to the auditor.

Officer's Reports: Blankestyn, Hendrick, Stringer, and Stejkowski expressed appreciation to the members of the public in attendance for their support and encouraging words.

Correspondence & Communications and Public Comment (action items only): Stejkowski shared a letter received from Rene Leyva, a BPL patron and Executive Director of the Fossil Ridge Public Library District. In his letter, Mr. Leyva expressed appreciation to the BPL staff for the excellent programming and for the welcoming environment for his family with its hearing impairment and ADHD challenges. He is impressed with the library's dedication to ensuring a safe environment for all patrons and to addressing topics that may be uncomfortable.

Director's Report: Deadlines: November 4-November 11, (7-14 days prior to Truth in Taxation Hearing) to publish "black border" notice of Truth in Taxation if levy ordinance is estimated to be more that 105% of the amount extended from the previous fiscal year. November 12-November 18, Filing period for the Library Trustee candidates to file nomination paperwork for the April 1, 2025, Consolidated Election.

Finance: The third tax distribution of the 2024-2025 fiscal year was received from the Kankakee County Treasurer's Office on September 26, 2024, in the amount of $109,197.62.

Personnel: BPL is thrilled to announce the promotion of Teen Services Supervisor Stacey Van Kley to Assistant Director. Stacey will work with Kelly to recruit, hire, and train a new Teen Services Supervisor. She will then transition to her new role in administration in November. Stacey has worked for the BPL since 2020. She obtained her MLIS degree from the University of Alabama. She brings a wealth of experience in administration and patron services with her background in social work.

Building & Grounds: The landscaping project was completed on Friday, September 20, 2024. Three new trees, grasses, and perennials were added to the new planting bed surrounding the patio. A new brick paver seating area was added. Two sets of Adirondack chairs arrived from Barco on October 8, 2024.

Pipco visited BPL on October 16, 2024, to troubleshoot a leak in the sprinkler system. They uncovered the leak and patched the area. A more permanent fix will be completed during the next annual sprinkler system inspection in spring 2025.

Holohan Heating & Sheetmetal, Inc. performed scheduled seasonal maintenance on heating systems in the Library in preparation for the winter months. No additional repair is needed to any of the systems.

Continuing Education: Three BPL staff members attended the annual Illinois Library Association Conference in Peoria, Illinois, from October 8 to October 10, 2024. Adult Supervisor Becca Maree and Director McCully presented a program on practical strategies for evaluating problematic programming to an at-capacity audience. They had the opportunity to connect with other library professionals to share their experiences and the challenges libraries face in support of Intellectual Freedom.

McCully and Maree met with Secretary of State Alexi Giannoulias and Illinois State Library Executive Director Greg McCormick, who invited them to Springfield to further their advocacy efforts for public libraries. Children's Services Supervisor Rory Parilac hosted the annual ILA Trivia Night, where she presented a handcrafted quiz for over 160 librarians.

Community Partnership: On September 21, 2024, McCully volunteered with United Way's Women United, which partnered with Success by 6 to celebrate Literacy Month by assembling 300 literacy kits for local students!

These kits directly support United Way's mission to help children be ready for kindergarten and achieve grade-level reading by third grade.

Patron Services: McCully included a Profit-Sharing Statement from the library's book recycling company, Thrift Books. The report included a section on the environmental difference BPL has made using a recycling program this year.

BESD53 partnered with BPL to accept donations from their school libraries for our September donation pick up.

Out of the Office: McCully will be out of the office October 23-25, returning Monday, October 28, 2024. Please contact any available supervisor during her absence.

Upcoming Programs: Upcoming programs include Shadows & Shivers campfire stories for all ages at 7 p.m. on Friday, October 25, Fridays Book Club at 2 p.m. Friday, October 25, Pumpkin Painting at 6 p.m. Monday, October 28, November Teen Book Bag: It's the End of the World as We Know It for teens ages 12 to 18, Blast-Off Bingo for ages 8 and up at 6 p.m. on Friday, November 1, Stuffed Animal Sleepover! Monday, November 4.

Committee Reports:

Finance: None.
Personnel: None.
Policy: None.
Building and Grounds: None.
Long Range Planning: None.

Unfinished Business:

ACTION: Approve financial advisor proposal: McCully reviewed a proposal from Meristem Advisors LLC to be engaged by the Library as its consultant to help increase effectiveness in meeting budgetary obligations and managing financial health for the long term. Burgess made a motion to approve the proposal. Stringer seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

New Business:

ACTION: Discuss, review, and accept FY2023-24 Audit: Hofman made a motion to accept the FY2023-24 audit completed by Brandt & Associates, P.C. Prentkowski seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

ACTION: Approve Property Condition Assessment Estimate: McCully reviewed the Property Condition Assessment proposal and the fee calculation/task worksheet provided by Carlile Architects LLC. The Property Condition Assessment report will go hand in hand with the library's Strategic Plan and give excellent information for updating library systems. Blankestyn made a motion to accept the property assessment proposal from

Carlile Architects LLC. Hofman seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Discuss *24-05 Levy Ordinance FY2024-25*: McCully reviewed the FY2024-25 Summary of Levy Increase & Property Tax Extension Law Limit (PTELL) handout. BPL typically levies an increase of 4.99%. After a brief discussion, it was decided to ask for a 6.25% increase. This levy increase would require a Truth in Taxation Hearing and Black Border notice published in the Daily Journal 7-14 days before the hearing. Stejkowski made a motion to ask for a 6.25% levy increase. Burgess seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. McCully will take care of legal notices.

Executive Session:

Stejkowski thanked the members of the public for attending the library Board meeting and announced that the Board would be moving into Executive Session.

Hofman made a motion at 7:50 p.m. to move into executive session to discuss *Personnel (5ILCS 120/2c1)- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees*. Prentkowski seconded the motion and it passed with a vote of all ayes. Stejkowski noted there was still a quorum present. Library Director McCully and Assistant Director Van Kley were also present.

Stringer made a motion that the Board return to regular session at 8:26 p.m. Blankestyn seconded the motion and it passed with a vote of all ayes.

Adjournment: Stejkowski made a motion to adjourn the meeting at 8:26 p.m. Hofman seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah Hendrick
Board Secretary