BOURBONNAIS PUBLIC LIBRARY BOARD OF TRUSTEES

RECORD OF REGULAR BOARD MEETING PROCEEDINGS

November 17, 2025

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 November 17, 2025.

Trustees Present: Kate Burgess, Mary Kay Blankestyn, 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 November 17, 2025 Minutes

Approve Financial Report and Payment of Bills for October 2025

Approve Check Registers

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

Officer's Reports:

Finance Chair- Stringer recommended to approve the *Ordinance FY2025-26 Levy Ordinance*

Policy Chair- Burgess recommended to approve the updates in the following areas: *Serving Our Public 03-08 Use of the Library Meeting Rooms, Serving Our Public 03-15 Circulation,* and *Personnel.*

Correspondence & Communications: None

Director's Report: Deadlines: December 2, last day to adopt levy ordinance. December 27 is the last day to file the Audit Report and Annual Financial Report with the State Comptroller and the County Clerk. December 30 is the last day to file the Levy Ordinance and Certificate of Compliance with Truth in Taxation Act with the County Clerk. December 31 is the last day for the second half of all closed session minutes and to file the FY2024-25 Treasurer's Report with the County Clerk.

Finance: The Library received its fourth tax distribution from the Kankakee County Treasurer in the amount of $12 211.39.

Marketing: Assistant Director Stacey Van Kley and Marketing & Coordinator Amanda Belcher attended the Library Counts Data Conference in October. Takeaways from the conference will help the library gather data to plan for long-term financial sustainability and communicate the needs of the library to its community members.

The Palace Project eBook/eAudiobook will replace the Baker & Taylor Boundless digital reading platform, which has been sunset.

Personnel: Supervisors received Narcan training from the Kankakee Health Department. There is a supply of Narcan available behind the Circulation Desk.

Building & Grounds: Boiler maintenance and the annual inspection of fire extinguishers were completed. Affordable Lawn Care & Landscaping will perform the library's snow removal this winter.

Continuing Education: A selection of library staff members attended the Illinois Library Association Conference in Rosemont, IL in October.

Patron Services: The Library has four registered notaries on staff. Notary services are offered for free. This has been a very popular service.

The Library continues to see delays in hold times, delivery, and processing of new materials due to the closure of Baker & Taylor.

Committee Reports:

Finance: Reviewed *Ordinance 25-06 FY2025-26* (actual FY2026-27*) Levy Ordinance* at meeting held November 17, 2025.

Personnel: None

Policy: Discussed *Serving Our Public* 03-08 *Use of Library Meeting Rooms, Serving Our Public* 03-15, *Circulation*, and *Personnel Policies* at meeting held November 17, 2025.

Building & Grounds: None

Long Range Planning: None

Old Business: None

New Business:

Action: Approve Final Payment for Concrete Project: A discussion was held concerning the final payment to Davis Concrete for the Concrete Project that was completed in July 2025. On the first day of demolition, July 15, 2025, the contractor discovered that the existing concrete was approximately twice the thickness indicated in the drawings. Davis Concrete completed the

work and later submitted an additional charge of $3,211.53 at the end of the project for extra demolition. After many months of discussion regarding the additional charges, Project Manager Kyle Eliakis of the Carlile Group Architects recommended the approval of the additional work charges—a final payment to Davis Concrete Construction Company of $27,851.58.

Blankestyn made the motion. Hofman seconded the motion. Burgess, Corke-Kafer, Prentkowski, Stringer, and Stejkowski voted yes.

Action: Approve *Ordinance 25-06 Levy Ordinance FY2025-26*: This year's levy requests 5%.

Stringer made a motion to *Levy Ordinance 25-06* Stejkowski seconded the motion. Blankestyn, Burgess, Corke-Kafer, Hofman, and Prentkowski voted yes.

Action: Approve Policy Committee Recommendations: The Committee presented recommended changes to the *Serving Our Public* 03-08 *Use of Library Meeting Rooms, Serving Our Public* 03-15, *Circulation*, and *Personnel Policies*.

Stejkowski made the motion. Hofman seconded the motion. Blankestyn, Burgess, Corke-Kafer, Stringer, and Prentkowski voted yes.

Action: Approve 2025 Staff Service Awards: McCully reviewed how the funds would be distributed.

Prentkowski made the motion. Corke-Kafer seconded the motion. Blankestyn, Burgess, Hofman, Stringer, and Stejkowski voted yes.

Public Comment: None

Adjournment: Blankestyn made a motion to adjourn the meeting at 7:23 p.m. Hofman seconded the motion, and it passed with a unanimous vote of the present trustees.

Respectfully Submitted,

Kate Burgess

Secretary