**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**
**RECORD OF REGULAR BOARD MEETING PROCEEDINGS**
**November 18, 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 November 18, 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 and Assistant Library Director Stacey Van Kley.

**Introduction of Visitors and Public Comment:** None.

**Review Agenda for Additions/Changes:** None.

**Consent Agenda- Action:**

Approve October 21, 2024, minutes.
Approve Financial Report and payment of bills for October 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 35.74% and will be submitted to the auditor.

**Officer's Reports:** Stejkowski reported receiving a compliment on behalf of the Library. An acquaintance mentioned how pleased he is with all the wonderful improvements that have been made at BPL in the last ten years. Stejkowski also mentioned with sadness the passing of Sandra Beaupre, a former Library Trustee.

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

**Director's Report:** Deadlines: November 12-November 18, Filing period for the Library Trustee candidates to file nomination paperwork for the April 1, 2025, Consolidated Election. December 3, Last day to adopt the FY2024-25 Tax Levy Ordinance. December

27, Last day to file Audit Report and Annual Financial Report with Comptroller and County Clerk. December 28, Last day to file certified copy of Levy Ordinance with County Clerk. December 28, Last day to file certificate of compliance with Truth in Taxation Act.

**Finance:** The fourth tax distribution of the 2024-2025 fiscal year was received from the Kankakee County Treasurer's Office on October 30, 2024, in the amount of $262,197.50.

The Higman Trust has officially been dissolved with a beneficiary payout to BPL from PNC Bank on November 7, 2024, in the amount of $48,834.39.

**Personnel:** Interviews are being conducted with internal candidates for the Teen Services Supervisor position, left vacant by Stacey Van Kley's promotion to Assistant Director. Circulation Services Supervisor Eric Linnell has given his notice and will be leaving BPL on Friday, November 15, 2024. Internal interviews for the position will be conducted in the upcoming week. The hope is to have both positions filled by December 1, 2024.

**Building & Grounds:** Carlile Group began work on the Property Condition Assessment on October 30, 2024. An in-depth review of the library building's infrastructure, including systems performance and potential maintenance, will be included in this assessment. Recommendations for preventive maintenance, a safety analysis, and ADA compliance will also be reviewed during this project. McCully hopes to present the findings of this assessment at the December 2024 meeting.

McCully was just informed that the library's current lawn care and snow removal company, A Better Cut, will be closing operations due to the owner's retirement on November 30, 2024. McCully has reached out to Vital Landscaping to get an estimate for lawn maintenance and snow removal.

Liberty Fire Equipment Co. performed their annual inspection of extinguishers throughout the building. Four extinguishers were removed for further maintenance.

**Marketing:** The Marketing Department has redesigned the library's custom bookBonnais campaign logo. The new bookBonnais logo will be printed on t-shirts, totes, and stickers just in time for the holidays.

The Library worked with local web and branding design company, Pathfinder, to update photography on the BPL website. Pathfinder captured interior and exterior shots of the

building, collections, and even a few families that volunteered to be photographed for the website. McCully included some samples photos.

**Patron Services:** BPL has added additional eBook platforms with EBSCO eBooks and EBSCO Nonfiction Collection. Thousands of books for all ages on a variety of topics can be accessed.

eMagazines are back! BPL added Flipster to the library's online resources. With the Flipster app you can access favorite magazines like Architectural Digest, Time, Us Weekly, and more.

**Community Outreach:** Adult Service Supervisor Becca Maree and Teen Services Supervisor Stacey Van Kley partnered with the Village of Bourbonnais to lead a campfire stories program at The Grove fire pits. Refreshments were provided and spooky stories were shared. Thank you to Mayor Paul Shore and his wife for attending this program.

Youth Services staff attended the Bourbonnais PTO Fall Fest and Family Literacy Night for LeVasseur Elementary School in October. The goal of this type of outreach is to stay connected with library families in the community and introduce new families to library services. Dozens of new library cards were created at these events. Thank you to Children's Services Supervisor Rory Parilac and her team for planning and organizing outreach activities at these events.

**Upcoming Programs:** Upcoming programs include Holiday Tips and Tricks with Chef Art Smith (a virtual event) at 7 p.m. on Wednesday, November 20, Dinosaur Storytime for all ages at 10:30 a.m. on Saturday, November 23, Decorating Decadence for teens grades 7-12 at 3:30-4:30 p.m. on Thursday, December 5, Here Comes Santa & Mrs. Claus! at 10:30 a.m. on Saturday, December 7, Holiday Soundtrack for adults 18+ at 6 p.m. on Monday, December 9, Wintery Whimsy for ages 12 and up at 3-4 p.m. on Thursday, December 12.

**Committee Reports:**

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

**Old Business:** None.

**New Business:**

Approve Ordinance 24-05 *Levy Ordinance FY2024-25:* This year's levy requests 6.25%. Stringer made a motion to approve Levy Ordinance FY2024-25. Prentkowski seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Approve 2024 Staff Services Awards: McCully reviewed how the funds would be distributed. Stringer made a motion to approve the Staff Service Awards as presented. Prentkowski seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentowski, Stringer, and Stejkowski voted yes.

**Public Comment:** Trustee Burgess said she attended a town hall meeting for the LGBTQ Network. She reported how nice it was to see several BPL staff there. A general discussion followed.

**Adjournment**: Burgess made a motion to adjourn the meeting at 7:47 p.m. Hofman seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah Hendrick
Board Secretary