

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
November 21, 2022**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:02 p.m. on November 21, 2022.

Trustees present: Mary Kay Blankestyn, Deborah Hendrick, Laurie Hofman, Judith Smead, Ellen Stringer, and David Stejkowski.

Also present: Library Director Kelly McCully.

President's Report: Stejkowski noted there was a quorum present.

Secretary's Report: The Board reviewed the minutes from the Finance Committee Meeting and the regular Board Meeting both held October 17, 2022. Hofman made a motion to accept all the minutes as presented. Smead seconded the motion and it passed with a vote of all ayes.

Correspondence & Communications and Public Comment (action items only): A thank you note was received from Deiters & Todd Consulting expressing appreciation for the library's patronage. Also, a letter was received from Greg McCormick, Director Illinois State Library, concerning the trustee vacancy.

Financial Report: Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Stejkowski seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, and Stejkowski voted yes. The balance sheet is tracking at 30.6% and will be submitted to the auditor.

Director's Report: Deadlines: Dec. 6, Last day for Truth in Taxation Hearing. Dec. 12- Dec. 19, Dates to file certificates of nomination and nomination papers for the Library Board of Trustees. Dec. 27, Last day to file Audit Report and Annual Financial Report with Comptroller and County Clerk. Dec. 27, Last day to file a copy of the Levy Ordinance with the County Clerk.

Marketing: The Library has 2,826 Facebook followers, 1,010 Instagram followers, and 1,138 followers on TikTok.

Look for BPL in the LifeStyles of Kankakee County Daily Journal publication: Marketing Assistant, Amanda Belcher, will be featured in the *In Her Heels* column where she and Hannah Swale, the Marketing Coordinator from Kankakee Public Library, will discuss their recent Illinois Library Association *Library Tok* presentation and collaboration.

It is BPL's one year anniversary on TikTok: This platform has helped BPL to connect and engage with a new demographic of library users. BPL's TikTok platform is managed by Marketing Assistant, Amanda Belcher, who regularly collaborates with library staff to keep content fresh and engaging. In one year, over one thousand followers have been added and 134 videos have been produced.

Building & Grounds: McCully contacted the architectural firm, The Carlile Group, to begin exploring the carpet and tile replacement project. The Building and Grounds Committee will review the initial project estimates provided by architect, Jacob Carlile. Jacob performed a walkthrough of the Library on November 3 and reviewed (and digitized) all BPL blueprints to provide an overall estimate for the project. This project could include over 13,500 sq. ft. of tile and carpet replacement. The Board will evaluate if they would like to proceed with the overall project, and if they would like The Carlile Group to draw up a proposal for design/drawings, project specifications, bid management, and construction services.

Circulation & New Patrons: McCully included a chart that compares local circulation statistics. Bourbonnais Public Library continues to have the highest total circulation numbers in Kankakee County. New patron numbers for 2021 were 123 up from 91 in 2019.

Capira Mobile App usage increasing: Patrons can use the Capira PrairieCat Mobile App to store digital cards, manage their checkouts, search for items, and see their reading history. Over 1,000 searches were performed and over 1,400 records were viewed in October. Mobile App usage will impact web traffic as patrons discover and use this platform.

Technology: Heritage Technology Solutions (HTS) continues to provide A/V solutions for the Library. They installed a 65 inch smart television and sound bar in the Cardinal Room on Tuesday, October 18, that allows for screencasting, remote meetings, and video viewing for small groups. After months of troubleshooting ongoing connectivity

issues with the projector in the White Oak Room, a replacement 4K projector has been ordered. Since meeting spaces and use of the A/V equipment generate revenue for the Library, it is imperative that this equipment is functioning consistently.

Book Sale: Cart sales will now be offered monthly. The Book Sale Committee will offer book cart sales the first week of each month. The Library receives book and DVD donations consistently throughout the year. These donations can be added to the library's collections, used to replace worn items, or offered for sale at our monthly cart sales.

Outreach: The Village of Bourbonnais requested feedback for the relaunch of the Safety Center. On October 17, a selection of members from BPL's leadership team and McCully attended a meeting at the Village of Bourbonnais Administration Office to discuss ideas and feedback for the Village of Bourbonnais Community Campus Plan. Specifically, the discussion centered on strategies and recommendations to increase use/traffic at the Children's Safety Center. This will be an ongoing collaborative conversation with the Village as they continue to refine plans for the Community Campus.

Teen Services Supervisor, Stacey Van Kley, is working with the local schools to share their artwork with the Library. Bourbonnais Upper Grade students have several projects displayed in the Children's, Young Adult, and Teen Areas.

In partnership with BESD53, the Library has launched a Battle of the Books (BOTB) initiative with Liberty Intermediate School for 5th and 6th graders. Children's Services Supervisor, Rory Parilac, and Liberty Intermediate School Librarian, Marissa Anderson, continue to lead, organize, and promote this inaugural, voluntary Battle of the Books program where participants are asked to read at least five books from a list of fifteen selected Battle of the Books titles. Interested students will be placed on teams to participate in an epic Battle Day. The Battle Day will be held on Friday, February 17, 2023. Students will be quizzed and challenged to display their knowledge of the Battle Book titles to a panel of judges. BOTB titles are available at Liberty Intermediate School and BPL for check out.

Continuing Education: The Library will be closed for an in-service staff training on Friday, December 16. The training day will include safety, disability services training, team building exercises, and strategies for stress management.

Holiday Closure: The Library will be closed Thursday, November 24, and Friday, November 25, for the Thanksgiving holiday.

Committee Reports:

Personnel: None.

Finance: None.

Policy: None.

Building and Grounds: Meeting held November 21, 2022, at 6:30 p.m.

Long Range Planning: None.

Unfinished Business:

Trustee Vacancy: McCully reviewed the letter received from Greg McCormick, Director of the Illinois State Library.

New Business:

Approve Ordinance 22-05 *Levy Ordinance FY2023-2024*: Stringer made a motion to approve Levy Ordinance FY2023-2024. Blankestyn seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, and Stejkowski voted yes.

Approve Staff Service Awards: The budget for the Staff Service Awards is \$3,350.00. McCully explained how the funds would be distributed. Smead made a motion to approve the Staff Service Awards as presented. Blankestyn seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, and Stejkowski voted yes.

Discuss Flooring Project: McCully reviewed the information presented at the Building & Grounds Committee Meeting concerning the flooring project estimates from The Carlile Group. Smead made a motion to accept the Building & Grounds Committee recommendations and to proceed with a flooring proposal from The Carlile Group. Stringer seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, and Stejkowski voted yes.

Public Comment: None.

Adjournment: Hendrick made a motion to adjourn the meeting at 7:35 p.m. Hofman seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary