BOURBONNAIS PUBLIC LIBRARY BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS

December 15, 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 December 15, 2025.

Trustees Present: Kate Burgess, Jen Corke-Kafer, Laurie Hofman, Jessica Prentkowski, Ellen Stringer, and David Stejkowski. Trustee Mary Kay Blankestyn was absent.

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 November 2025
Approve check registers

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

Officer's Reports: None

Correspondence & Communications (action items only): None

Director's Report:

Deadlines: December 27, last day to file Audit Report and Annual Financial Report with State Comptroller & Kankakee County Clerk. December 30, last day to file Levy Ordinance & Certificate of Truth in Taxation Act with Kankakee County Clerk. December 31, last day for second half review of all closed session minutes and last day to file FY24-25 Treasurer's Report with the Kankakee County Clerk.

There have been delays in receiving new books since Baker and Taylor closed. They also lost their app. The Palace Project app has replaced the previous app.

There is a new sun lamp in the break room. This will hopefully ease some of the mental strain experienced during this time of year.

Children's story times are on a temporary hiatus while we plan new programming.

Bourbonnais Public Library received its final County Treasurer in the amount of $9,890.82 on December 4, 2025.

Our library is known for having quality marketing. To maintain and improve our standards, we have purchased a new, higher-quality iPhone for filming and photography. The library purchased two chairs to create a cozy area for content filming. The area was vacated by Eddie, the beloved bunny, who is enjoying his new permanent home with one of our staff members.

Kelly and Stacey attended training on the Freedom of Information Act and the Open Meetings Act, sponsored by the Kankakee County Clerk's Office. An attorney from the Illinois Attorney General's Office provided a refresher on FOIA and OMA requirements for local government agencies.

Langlois Roofing, Inc. completed the roof repair in November. This repair fixed the one-inch opening that was observed at the roof fascia, where the old building tied into the new building. This was recommended for repair in the Property Condition Assessment completed in January 2025.

Committee Reports:

Finance: None
Personnel: None
Policy: None
Building & Grounds: None
Long Range Planning: None

Old Business: None

New Business:

Review & Discuss Serving Our Public 4.0 Standards for Illinois Public Libraries: The Board reviewed the twelve standards available on the Illinois Library Association website. Standards charts and action plans, including core, intermediate, and advanced standards, were reviewed, and action/progress on achieving these standards were discussed. A Review of these standards is required for the FY2026 Per Capita Grant Application through the Illinois State Library.

Review Minutes of Closed Sessions: McCully shared that there were no closed session minutes for the second half of the calendar year.

Action: No action taken

Public Comment: None

Adjournment:

Trustee Stringer left at 7:45.

Stejkowski made a motion to adjourn the meeting at 7:49 p.m. Hofman seconded the motion, and it passed with a unanimous vote of the present trustees.

Respectfully Submitted,

Kate Burgess

Secretary