BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
December 16, 2024

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:05 p.m. on December 16, 2024.

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

Also present: Library Director Kelly McCully and Assistant Library Director Stacey Van Kley.

Introduction of Visitors and Public Comment: Member of the public, Rhiannon Stringer.

Review Agenda for Additions/Changes: None.

Consent Agenda- Action:

Approve November 18, 2024, minutes.
Approve Financial Report and payment of bills for November 2024.
Approve check registers.

Burgess made a motion to approve the Consent Agenda. Hofman seconded the motion. Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. Trustee Blankestyn was absent.

Officer's Reports: None.

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

Director's Report: Deadlines: 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: McCully filed a copy of the FY2023-24 Audit, FY2023-24 Treasurer's Report, and the FY2024-25 Tax Levy Ordinance, including a Truth in Taxation Certificate of Compliance, with the Kankakee County Clerk's Office.

Personnel: External interviews for the Circulation Services Supervisor vacancy have concluded. McCully is thrilled to report that an offer has been extended to Josh Hedding-Hess for the position. BPL looks forward to welcoming Josh to the team on Monday, January 6, 2025. Josh will join BPL with a wealth of customer service, management, and advocacy experience (and a supreme love for books).

Alexa Johnson has been hired to fill the position of Teen Services Supervisor. Alexa has served BPL well for two years as a Circulation Assistant.

Interviews are still being conducted for one (of two) Circulation Assistant vacancies. An offer was extended to Amber Smith, who BPL looks forward to welcoming on Tuesday, January 14, 2025.

Marketing: If BPL patrons are looking for the perfect gift for themselves or their favorite reader (s) this holiday season, the Library has the solution. BPL has mystery book bundles on sale for $20. Choose the perfect gift based on the book genre and a short description.

Building & Grounds: BPL signed an agreement with Vital Landscaping for snow services for the 2024-25 winter season. This includes clearing snow from driveways, parking spaces, and walkways and applying de-icing chemicals.

BPL is decorated festively for the holiday season. Inspired by our seasonal BPL logo graphic, a 6-foot lighted artificial wreath has been added to the front façade.

Winter Reading Challenge: The Adult Winter Reading Challenge, YETI to Read, started on December 1, 2024, and will run through January 31, 2025. Participants are challenged to read 35 hours for a chance to win prizes. The reading challenge is online through the Beanstack app or with paper reading logs that can be picked up at the Circulation Desk. Fifty-five participants have already registered for the challenge.

Strategic Plan Progress: Goal 1: Strengthen Financial Stability Sustainability. Our goal to research financial consultants to guide the implementation of a funding plan has been achieved. We are currently working with Jaimie Rachlin from Meristem Advisors to put together recommendations and projections for budgeting.

Goal 2: Enrich Outreach and Collaboration. Our goal to create an outreach plan to develop and maintain aligned partnerships, focusing on organizational storytelling is currently in process. Marketing & Outreach Coordinator Amanda Belcher formed a committee to gather feedback and ideas for the plan. Amanda and Assistant Director Stacey Van Kley are working on a final review of a draft of the plan that will be shared with the Board at a future meeting.

Goal 3: Invest in Innovation. Our goal to evaluate current library technology and how it is being leveraged internally is in progress. Van Kley and McCully plan to meet with our account representative from Outsource Solutions Group in January 2025 to review the technology plan for the remainder of the fiscal year.

BPL's Strategic Plan can be reviewed on the library's website.

Holiday Closures: The Bourbonnais Public Library will be closed Tuesday, December 24, Wednesday, December 25, Tuesday, December 31, and Wednesday, January 1, in observance of Christmas and New Year's.

Upcoming Programs: Upcoming programs include Little Women: The Musical (a virtual event) from Friday, December 20, to Sunday, December 22, Linocut Eraser Printmaking for adults 18+ at 1:30 p.m. on Tuesday, January 7, Caught Reading for adults 18+ at 6 p.m. on Thursday, January 9, Chicago Pizza-Past, Present, & Future with Steve Dolinsky (a virtual event) at 7 p.m. on Thursday, January 9, Barbie Club for all ages from 10 a.m. to noon on Saturday, January 11, Cute as a Button for adults 18+ from 1 to 3 p.m. on Saturday, January 11.

Committee Reports:

Finance: None.
Personnel: None.
Policy: None.
Building and Grounds: None.

Long Range Planning: None.

Old Business: None.

New Business:

Review Property Condition Assessment: This item was tabled until the January meeting.

Review & Discuss *Serving Our Public 4.0 Standards of Illinois Public Libraries* Summary & Checklist: The standards were read, discussed, and reviewed.

Review Minutes of Closed Sessions: McCully shared that there was only one closed session. A personnel matter was discussed in Executive Session on October 21, 2024. The minutes will remain closed.

ACTION: Review & Approve HR Source Market Benchmarking Analysis & Structure Development Project: McCully reviewed the HR Source Market Benchmarking Analysis & Structure Development Project document submitted by Kathyrn O'Connor, Director of Compensation Services. The payroll analysis report includes a review of pay structure and pay grade assignments. After a brief discussion, Stringer made a motion to authorize Director McCully to approve the HR Source Market Benchmarking Analysis & Structure Development Project for the cost of $4,500. Prentkowski seconded the motion. Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. Trustee Blankestyn was absent.

Review Fund for Illinois Libraries Charitable Fund Agreement: McCully reviewed the Designated Charitable Fund Agreement from the Illinois Library Association (ILA). The Bourbonnais Public Library is a participating Library in the Fund for Illinois Libraries. The information given also included an ILA letter from the Internal Revenue Service determining that the organization has 501(c)(3) status. Donors would make checks payable to the Illinois Library Association with a notation that the donation is being made to Bourbonnais Public Library District.

Public Comment: None

Adjournment: Hofman made a motion to adjourn the meeting at 7:17 p.m. Prentkowski seconded the motion and it passed with a vote of all ayes. Trustee Blankestyn was absent.

Respectfully submitted,

Deborah Hendrick
Board Secretary