BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
March 17, 2025

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 March 17, 2025.

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 February 24, 2025, minutes.
Approve Financial Report and payment of bills for February 2025.
Approve check registers.

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

Officer's Reports: Stejkowski noted there was a quorum present.

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

Director's Report: Deadlines: April 1, Consolidated Election. April 30, Last day for filing Statement of Economic Interest with the County Clerk. May 19, First day for new trustees to begin their terms.

Finance: Administration met with the Executive Director of the Community Foundation of Kankakee River Valley on Thursday, March 13, 2025, to discuss partnership opportunities between BPL and the Foundation. Several grant opportunities that align

with the goals of BPL's current Strategic Plan were identified. Those will be explored further during the fall 2025 grant cycle.

Personnel: The Personnel Committee will meet in March to discuss the FY2025-26 Wage Scale and HR Source Compensation Analysis recommendations. Wages and benefits typically comprise 60-65% of the library's budget.

Marketing: This month, the Marketing Department achieved remarkable growth with Instagram followers increasing by an impressive 34% and TikTok views soaring by 5,497.

Next up in the Digital Literacy Series teaches patrons how to identify AI-generated images.

Building & Grounds: Two new power flush toilets were installed in the men's and women's restrooms to address frequent plumbing issues. Facilities Coordinator Bill Johnson installed the new toilets on March 14, 2025.

Technology: BPL will update the current analog phone system to a cloud-based system. Converging Networks Group (CNG) will host and install the system. Eleven VoIP phones and an eFax gateway will be installed on March 27, 2025. The installation and new phone cost $3,460, which will be paid from Per Capita Grant funds. The monthly hosting fee will be $218.

Patron Services: Six new Kindles were added to the collection. Kindles are preloaded with updated best-selling fiction and nonfiction and can be checked out for three weeks. This is a perfect solution for travel and access to many high-hold titles! Genres include Popular Titles, Nonfiction, Romance, Spicy Romance, Mystery/Thriller, and Holiday.

Everyone is encouraged to check out the sweet reading tent in Children's Services. It is the perfect spot for littles to enjoy reading and playing. A round animal bed makes the perfect cozy spot to curl up with a book.

Upcoming Programs: Upcoming programs include Deep Dish Dive (an adult reading challenge) March through April, Page Turners for grades 5th- 8th at 3:30 to 4:30 p.m. on Thursday, March 20, Mythology Madness for kids & teens from 1 to 2 p.m. on Saturday, March 29, Teen Volunteer Opportunity from 1 to 3 p.m. on Saturday, April 5, Body Safety & Safe Grown-Ups for pre-K through 2nd grade at 4 p.m. on Monday, April 7, Resume Drop-in Hours in person or virtual from 10 a.m. to 12 p.m. on Wednesday, April 9, and from 6

to 8 p.m. on Monday, April 21, Craft Supply Swap from 1 to 3 p.m. on Saturday April 12. Registered donations can be dropped off at the Library from April 1 – April 11.

Committee Reports:

Finance: None.
Personnel: Meeting was held March 17, 2025.
Policy: None.
Building and Grounds: None.
Long Range Planning: Meeting was held March 17, 2025.

Old Business: None.

New Business:

Approve FY2025-26 Wage Scale: McCully reviewed the pay grade assignments based on a 37.5-hour workweek. The figures represent a structure adjustment suggested by HR Source and are reflected at the Range Midpoint on the FY2025-26 Wage Scale. The wage scale is evaluated by HR Source every three years. Burgess made a motion to approve FY2025-26 Wage Scale. Blankestyn seconded the motion and it passed with all ayes.

Approve Resolution in Recognition of Secretary Deborah Hendrick: Stejkowski expressed appreciation to Deborah Hendrick for her valuable service to the Bourbonnais Public Library and presented Hendrick with a Certificate of Appreciation. Blankestyn made a motion to accept the Resolution in Recognition of Secretary Deborah Hendrick. Prentkowski seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Discuss the status of the concrete project: McCully presented preliminary information and a detailed diagram of the concrete project proposed by the Carlile Group, Inc. This project will make the library entrance ADA (Americans with Disabilities Act) compliant. The Carlile Group will oversee the bidding/administration services. McCully included the Opinion of Probable Construction Cost for the Board's review.

Public Comment: None

Adjournment: Hofman made a motion to adjourn the meeting at 7:24 p.m. Stejkowski seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah Hendrick
Board Secretary