

BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
April 15, 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 April 15, 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.

President's Report: None.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held March 18, 2024. Hofman made a motion to accept the minutes as corrected. Blankestyn seconded the motion and it passed with a vote of all ayes.

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

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, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. The balance sheet is tracking at 72.4% and will be submitted to the auditor.

Director's Report: Deadlines: April 30, Last day for filing Statement of Economic Interest with the Kankakee County Clerk. June 30, Last day of the 2023-24 fiscal year.

Technology: BPL currently uses the desktop version of QuickBooks accounting software. As of May 31, 2024, the desktop version will no longer be supported. BPL plans to move to the cloud-based version of the software in the upcoming months. The Library can purchase this software at a discounted rate of \$80 through Tech Soup. QuickBooks charges an additional payroll fee; this was \$690 last year and typically increases annually. The library's IT provider, Outsource Solutions Group (OSG), will perform the software migration. McCully plans to reach out to the library's auditor, Brittany Brandt, for additional training.

Building & Grounds: PIPCO performed annual testing and a repair to a leak in the sprinkler system on Friday, April 5, 2024. Fortunately, the library's Facilities Coordinator was able to identify the area of the leak, saving a significant amount of time and money on the repair.

The lighting project in the Breakroom and Lobby/Vestibule was completed by Keast Electric, Inc. on Monday, April 8, 2024. McCully encourages everyone to drive by the Library at night to see the impressive exterior view.

Strategic Planning: Strategic Planning Committee Meetings were held on March 22, March 26, and April 8, 2024. During these meetings we started to map out goals and objectives for the Plan. The Committee will continue the process with upcoming meetings on April 16 and April 26, 2024. McCully will share the results of the goals and objectives meetings at the May 20, 2024, board meeting.

Professional Development: The Public Library Association Conference was held in Columbus, Ohio, April 3-5, 2024. Some of the notable sessions that McCully attended were *Sharing the Impact of Library Business Services*, *United Against Book Bans*, *How to Say Hard Things*, and *Building Leadership and Equity*.

The last night of the conference McCully signed up to attend a *PLA Dine Around* event where she met with nine other librarians from across the country to network, socialize, and make some new library pals. These types of events are such a nice way to wrap up a productive conference week and share stories with other library professionals. Some common themes for their discussion were restrictive/progressive state legislation for libraries and library workers and book challenges.

McCully included several pictures of the conference.

Community Partnerships: McCully attended the United Way Women United Breakfast on March 20, 2024, with Marketing & Outreach Coordinator, Amanda Belcher, and Teen Services Supervisor, Stacey Van Kley. This is always an inspirational event and fundraising opportunity for United Way. The proceeds from the breakfast benefit women and girls in our community. McCully was grateful to have the opportunity to serve on the planning committee for the event this year.

Kankakee County CEO: McCully is thrilled to share that her mentee, Rachel White, received first place in the inaugural CEO Local Pitch Competition. The CEO program brings local business and community leaders together to nurture young entrepreneurs.

Rachel clinched first place, securing \$100 towards the realization of her entrepreneurial vision, La Luxe Boutique, a sustainable handbag refurbishing and resale business. McCully included a picture of Rachel with her award.

Upcoming Programs: Upcoming programs include April Break-in Bags for teens grades 7 to 12, the Library Book Sale Wednesday, April 17, from 4 to 8 p.m., Thursday, April 18, from 10 a.m. to 3 p.m. and Friday from 9 a.m. to 2 p.m. fill a bag for \$5 sale, an interview & book signing event with local author, Amy Kemp, at 6 p.m. on Monday, April 29, and De-Stress in the Garden for adults 18+ from 1 to 3 p.m. on Wednesday, May 8.

Trustee Workshop: McCully shared information about a Trustee Day Workshop being held in Orland Park on Saturday, May 18, 2024, from 10 a.m. to 12 p.m. The cost to attend will be paid by the Library.

Library Picnic: McCully invited the trustees to the Library Staff, Trustee, and Family Picnic on Sunday, June 9, from 1 to 4 p.m. at the Library. The Library will provide BBQ sandwiches and drinks. Attendees are asked to bring a side dish or dessert. Weather permitting, there will be a friendly game of kickball.

Committee Reports:

Finance: None.

Personnel: A meeting will be scheduled in May to review Supervisory Team Upward Evaluations for the Library Director's Annual Evaluation & Discuss 2024-25 Wage Scale.

Policy: A meeting will be scheduled in May to review the entire *Trustees & Legal Requirements* section.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Discuss Status of Lighting Project: The lighting project was completed on May 8, 2024, by Keast Electric, Inc. The project consisted of new lighting in the breakroom, lobby, and

vestibule. The consensus is that the new lighting is very attractive and a wonderful improvement.

Discuss Strategic Planning Process: McCully reviewed the three overarching goals that are based on the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and surveys. Goal #1: Strengthen Financial Stability and Sustainability. This goal is in place. Goal #2: Expand Outreach and Collaboration. Work is being done on this goal to explore community partnerships and align values with intergovernmental agencies. Goal #3: Invest in Innovation. This goal is in development.

McCully also shared that a referendum may be in the library's future. Timing is important and a financial planner would be engaged for the development of this endeavor.

New Business:

Discuss Annual Evaluation Forms & Procedures: McCully reviewed the evaluation forms that will be used for library employees. The staff will complete an Annual Staff Reflection form and Employee Annual Review which will be reviewed by the Supervisors. McCully will review the Supervisors. McCully will complete the Upward Annual Review. This document will go to the Personnel Committee Chair and the Board President and be summarized in the Director Performance Evaluation document.

Discuss & Approve Dissolution of Higman Trust: Upon his passing in 1986, John Higman left \$50,000 to the Library in a trust fund. The Library has been receiving interest from the Higman Trust. The payment company, PNC Bank, is going to dissolve this Trust. Stejkowski made a motion to approve the dissolution of the Higman Trust to the extent the same is required under the Illinois Trust Code and/or the terms and conditions of the Trust, and to further authorize the Library Director, Kelly McCully, to execute such documents as may be necessary and proper and required to effectuate such dissolution as the Trustee, the Illinois Trust Code, and/or the trust documents may require. Blankestyn seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Trustee Training – *Short Takes for Trustees: Board Meetings*: This item was tabled due to technical difficulties.

Public Comment: None.

Adjournment: Blankestyn made a motion to adjourn the meeting at 7:49 p.m. Hofman seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah Hendrick
Board Secretary