

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
April 17, 2023**

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 17, 2023.

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. He also expressed how interesting it has been to observe how the BPL staff perseveres during circumstances like the flooring project. The staff responds so well in all situations.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held March 20, 2023. Blankestyn made a motion to accept 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): 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, Hendrick, Hofman, Smead, Stringer, and Stejkowski voted yes. The balance sheet is tracking at 72.8% and will be submitted to the auditor.

Director's Report: Deadlines: April 30, Last day for filing Statement of Economic Interests with the County Clerk. May 15, First day for new trustees to begin their terms. June 17, Last day for the new Board of Library Trustees to hold the first organizational meeting, execute Oaths of Office, and elect President and Secretary.

Marketing: The Library has 2,939 Facebook followers, 1,040 Instagram followers, and 1,445 followers on TikTok.

A Construction FAQ Page has been added to the BPL Website. This page will include project updates and answers to commonly asked questions during the library's construction project.

Building Project: Hallett & Sons Expert Movers, Inc. was on site to move all office furniture and collections for Phase 1 of the construction project on Tuesday, April 11, 2023. Approximately 80% of the Library was moved into only 20% of the library space for storage. A time-lapse video of the entire process can be watched on the library's social media platforms.

Carpet Weavers began the demolition of the old carpet on Wednesday, April 12, 2023. This process is still ongoing. All the flooring product that is available will be delivered to the Library on Monday, April 17, 2023. The blue carpet border squares are on backorder until May 5, 2023. An updated construction schedule is attached.

PSI Construction installed the poly-wall divider and raised bathroom stalls and toilets in the public restrooms on Wednesday, April 12, 2023. The public restroom project has been moved to Phase 1 due to the carpet delay and updated schedule noted above. Trenching for the new electrical conduit will start on Monday, April 17, 2023.

The Carlile Group will send Field Reports throughout the construction project to share their observations about the progress of the project. The Field Report for Phase 1, Week 1 is attached.

Library Services: The Library will offer Grab & Go services during Phase 1 of the construction project. Patrons will be able to place holds and check out materials. For safety purposes, access to collections will be limited to library staff. BPL will still offer some library programs virtually and at off-site locations. Patrons will still have access to printing, copying, faxing, and notary services during Phase 1.

BPL Staff & Trustee Family Picnic: The Bourbonnais Public Library Picnic will be held at the Kankakee State Park River Walk Pavilion on Sunday, June 11, starting at 1:00 p.m. All staff, trustees, and their families are invited to attend. Attendees are encouraged to bring their own chairs. Food and games will be provided. RSVP to Assistant Library Director Brittaney Beck with a family head count by May 26.

Committee Reports:

Personnel: A meeting is scheduled for 1:00 p.m. on Thursday, May 25, 2023, with the BPL Supervisory Team in preparation for the Library Director's Annual Evaluation & to discuss 2023-24 Wage Scale.

Finance: None.

Policy: McCully will email Hendrick to schedule a meeting in May to review the entire *Serving Our Public* section and *Legal Requirements 01-09 Organizational Chart*.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Discuss Trustee Vacancy: McCully reported to the Board that there are two library patrons, Jessica Prentkowski and Kate Burgess, that are interested in the two trustee vacancies. Applications and resumes are due by May 5, 2023. A special board meeting will be held at 6:00 p.m. on May 15 before the regular board meeting to appoint trustees to fill the two board vacancies.

Discuss Flooring & Electrical Project: McCully reviewed an updated construction schedule from PSI and emphasized the schedule is flexible. Parts of the project are going faster than expected while others are not moving as quickly. This is normal for a project of this size.

Discuss Decennial Committees on Local Government Efficiency Act: Stejkowski reviewed the requirements of the Decennial Committees of Local Government Efficiency Act created by Public Act 102-1088. In addition to the Library Board, McCully reported that the committee will consist of Marissa Anderson, Liberty Intermediate School Librarian, and Monica Pigato. Brittaney Beck, Assistant Library Director, will be the staff member on the committee. The first meeting for the committee will be held by June of 2023.

New Business:

Approve Floor Mat Purchase: McCully reviewed the estimate from The Mad Matter, Inc. for five new flooring mats. The mats would be placed in the lobby and in front of the circulation desk. The flooring mat materials would be like the present mats and are very durable. The mats would not have the library's logo because of the wear and tear that would affect the logo coloring. McCully shared that instead of the mats having the logo,

she is considering a vinyl logo on the wall behind the circulation desk. Stringer made a motion to approve the purchase of the two flooring mats from The Mad Matter, Inc. for a total of \$8,614. Hofman seconded the motion. Blankestyn, Hendrick, Hofman, Smead, Stringer, and Stejkowski voted yes.

Recognition of Outgoing Trustee: Stejkowski expressed appreciation to Judy Smead for her 12 years of valuable service to the Bourbonnais Public Library and presented her with a Certificate of Appreciation.

Public Comment: None.

Adjournment: Smead made a motion to adjourn the meeting at 7:34 p.m. Blankestyn seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary