

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
May 15, 2023**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:07 p.m. on May 15, 2023.

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

**Also present:** Library Director Kelly McCully.

**Administer Oath of Office for (1) Reelected Trustee:** The Oath of Office was administered by Board President David Stejkowski to reelected trustee Mary Kay Blankestyn.

**Discuss and Appoint Trustees (Two of 2 Vacancies):** Stringer made a motion to appoint Jessica Prentkowski and Kate Burgess to fill the two trustee vacancies. Stejkowski seconded the motion. Blankestyn, Hendrick, Stringer, and Stejkowski voted yes. Trustee Hofman was absent. Director McCully will contact Prentkowski and Burgess to ask them to be present at the next Board meeting on June 26, 2023.

**President's Report:** Stejkowski noted there was a quorum present.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held April 17, 2023. Stejkowski made a motion to accept the minutes as presented. Blankestyn seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

**Correspondence & Communications and Public Comment (action items only):** A letter was received from Secretary of State Alexi Giannoulis in honor of National Library Week expressing his appreciation and support for libraries across the state of Illinois. Director McCully received a thank you note from former trustee Amanda Wright expressing her appreciation for the opportunity to serve on the BPL Board and for an employment reference.

**Financial Report:** Stringer reviewed the transactions and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Blankestyn seconded the

motion. Blankestyn, Hendrick, Stringer, and Stejkowski voted yes. Trustee Hofman was absent. The balance sheet is tracking at 79% and will be submitted to the auditor.

Stringer reported that the FY2023-24 Tax Computation Report was received and shows a 6.25% revenue increase. Also, the IL Funds Capital Projects balance is \$131,546.15.

Stringer explained a reimbursement from the Carlile Group in the amount of \$2,415 because of an error made with the installation of the restroom flooring.

**Director's Report:** Deadlines: 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. June 30, Last day for first half-year review of the minutes of all closed sessions. July 1, New fiscal year begins.

**Building Project:** Hallett & Sons Expert Movers, Inc. was on site to return collections to the Phase 1 area and move all office furniture and collections for Phase 2 of the construction project Thursday, May 11, and Friday, May 12, 2023. An additional time-lapse video of the Phase 2 move can be watched on the library's social media platforms.

Carpet Weavers completed the installation of the Phase 1 flooring on Monday, May 8, 2023. The flooring was installed in the public restrooms on Friday, May 12, 2023, and will continue with the rest of the Phase 2 flooring installation on May, May 15, 2023.

Tatro Painting performed some drywall repair and painting in the Phase 1 area of the construction on Wednesday, May 3, 2023.

PSI Construction removed the poly-wall divider on Wednesday, May 10, 2023, for moving access. The poly-wall divider will go back up to limit dust and debris for the Phase 2 area of the flooring project.

Keast Electric finished installing 10 floor outlets in the Phase 1 area of the construction on Wednesday, May 10, 2023.

Carlile Group will send Field Reports throughout the construction project to share their observations about the project's progress. Field Reports 2-4 for Phase 1 will be presented to the Building & Grounds Committee at the meeting on Monday, May 15, 2023.

**Marketing:** The Library has 2,962 Facebook followers, 1,047 Instagram followers, and 1,454 followers on TikTok.

The Library will offer Curbside Only services for the Phase 2 portion of the flooring project. For safety purposes, access to collections will continue to be limited to the library staff, and the front entrance of the Library will not be utilized. Some library programs will still be offered virtually and at off-site locations. Patrons will still have access to printing, copying, and notary services during Phase 2.

**Building & Maintenance:** Arrangements have been made for Kleenrr, LLC to thoroughly clean light fixtures throughout the Library. This project will take advantage of the open spaces during the flooring project and will be coordinated around Phase 1 and Phase 2 of the construction process.

A-1 Locksmith rekeyed the front exterior locks on April 23, 2023.

**BPL Staff & Trustee Family Picnic:** The Bourbonnais Public Library Picnic will be on Sunday, June 11, starting at 1:00 p.m. at the Kankakee State Park River Walk Pavilion. All BPL Staff, BPL Trustees, and their families are invited to attend. Please RSVP to Assistant Library Director, Brittaney Beck, at [bbeck@bourbonnaislibrary.org](mailto:bbeck@bourbonnaislibrary.org) by May 26, 2023, to ensure an accurate count for food.

### **Committee Reports:**

**Finance:** Schedule meeting to discuss FY2023-24 Working Budget (Cost Control Worksheet). McCully will email Stringer to schedule a meeting.

**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 and to discuss the FY2023-24 Wage Scale

**Policy:** McCully will email Hendrick to schedule a meeting in June 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 Flooring Project: This item was discussed at the Building & Grounds Committee Meeting held Monday, May 15, 2023, at 6:33 p.m.

**New Business:**

Election of Board officers: After a brief discussion by the Board, Stringer made a motion to retain the current slate of officers. Blankestyn seconded the motion. Blankestyn, Hendrick, Stringer, and Stejkowski voted yes. Trustee Hofman was absent.

Assign committee appointments: Committee appointments will remain the same except for the Personnel Committee which will have Trustee Hofman as the Chairman. New Trustees Prentkowski and Burgess will be appointed to committees by the Board at the June 26, 2023, meeting after their appointment.

**Public Comment:** None.

**Adjournment:** Blankestyn made a motion to adjourn the meeting at 7:34 p.m. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustee Hofman was absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary