

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
RECORD OF REGULAR BOARD MEETING PROCEEDINGS  
May 16, 2022**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:01 p.m. on May 16, 2022.

**Trustees present:** Deborah Hendrick, Laurie Hofman (via ZOOM), Judith Smead, Ellen Stringer, Amanda Wright, and David Stejkowski. Trustee Mary Kay Blankestyn was absent.

**Also present:** Library Director Kelly McCully

**President's Report:** Stejkowski noted there was a quorum present. He expressed appreciation to Facilities Coordinator, Bill Johnson, and Children's Services Supervisor, Rory Parilac, for their quick response when alarms at the Library went off due to a faulty sprinkler system. On behalf of the Board, Stejkowski also sent get well wishes to Trustee Blankestyn.

**Secretary's Report:** The Board reviewed the minutes from the regular Board Meeting held April 18, 2022, and the Personnel Committee Meeting held April 28, 2022. Stringer made a motion to accept all the minutes as corrected. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustee Blankestyn was absent.

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

**Financial Report:** None.

**Director's Report:** Deadlines: June 30, Last day of fiscal year. July 1, Schedule of regular board meeting dates, including time and location, must be prepared and made available to the public.

**Finance:** The FY2022-23 Tax Computation Report is available from the Kankakee County Clerk. The Finance Committee needs to schedule a meeting to discuss the FY2022-23 Cost Control Worksheet (Working Budget).

The Library received a memorial donation in memory of longtime library patron, Shirley Floyd. Over \$1,700 in donations have been sent to the Library to date.

**Personnel:** The Personnel Committee attended a meeting with the BPL Supervisory Team on Thursday, April 28. In preparation for this meeting, McCully sent her self-evaluation and updated job description to the Team.

The Circulation Services Team added a new staff member, Kathy Giese, on Monday, April 25, 2022.

**Policy:** Review is needed of *Personnel 02-05-Full-time Staff & 02-06- Part-time Staff*- to draft staff library card policy for staff members living in unserved areas.

**Building & Grounds:** Protection Associates performed the library's annual fire and burglar alarm testing. Protection Associates removed the burglar system from a phone line and installed a radio to communicate with the system. This will help fix issues that have occurred with Comcast phone service outages.

**Book Sale:** Almost \$1,800 was raised at the library's spring book sale held April 21-23. Circulation Services, Adult Services, Children's Services, and the Marketing staff worked very diligently to make this sale a success. The next large book sale will be in September. The Library will hold cart sales in May, July, and November.

**Community Engagement:** McCully interviewed author, Erin Carlson, for a presentation at the Tuesday Book Review on Tuesday, May 3. Erin's books include *I'll Have What She's Having: How Nora Ephron's Three Iconic Films Saved the Romantic Comedy* and *Queen Meryl: The Iconic Roles, Heroic Deeds, and Legendary Life of Meryl Streep*.

BPL will partner with the Bourbonnais Elementary School District #53 to offer the Straw Bale Garden for the community. The planting day for the garden is scheduled for Saturday, May 28, from 9 a.m. to 12 p.m. McCully included the website where participants can reserve a bale.

**Staff & Trustee Picnic:** The Bourbonnais Public Library Picnic will be held at the Perry Farm Pavilion on Sunday, June 5, starting at 1 p.m. All staff, trustees, and their families are invited. Food, drinks, and games will be provided.

**Committee Reports:**

**Personnel:** Meeting held Thursday, April 28.

**Finance:** Set meeting to review FY2022-23 Cost Control Worksheet. McCully will email Stringer to schedule a meeting.

**Policy:** None.

**Building and Grounds:** None.

**Long Range Planning:** None.

**Unfinished Business:** None.

**New Business:**

Approve Recommendations from Personnel Committee: This item will be discussed in Executive Session.

**Executive Session:**

Discuss Director's Evaluation: Director McCully left the meeting. Wright made a motion to move into Executive Session to discuss the director's evaluation at 7:25 p.m. Smead seconded the motion and it passed with a vote of all ayes. Stejkowski noted there was a quorum present. Trustee Blankestyn was absent.

Smead reported on the Personnel Committee meeting held with the BPL Supervisory Team held April 28.

Hendrick moved that the Board return to regular session at 7:35 p.m. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustee Blankestyn was absent.

Director McCully returned. After a brief discussion concerning pay increases for library staff, McCully left the meeting. Wright made a motion to return to Executive Session at 7:38 p.m. Smead seconded the motion. Stejkowski noted there was still a quorum present. Trustee Blankestyn was absent.

Stringer moved that the Board return to regular session at 7:42 p.m. Smead seconded the motion and it passed with all ayes. Trustee Blankestyn was absent. Director McCully returned.

Smead made a motion to approve the Personnel Committee's recommendation on the director's evaluation. Stringer seconded the motion. Hendrick, Hofman (via ZOOM), Smead, Stringer, Wright, and Stejkowski voted yes. Trustee Blankestyn was absent.

**Public Comment:** None.

**Adjournment:** Wright made a motion to adjourn the meeting at 7:46 p.m. Hofman (via ZOOM) seconded the motion and it passed with a vote of all ayes. Trustee Blankestyn was absent.

Respectfully submitted,

Deborah J. Hendrick  
Board Secretary