BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
June 17, 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 June 17, 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 and members of the public Sarah Marion and Jeff Williamson.

Presentation- Strategic Planning Facilitators, Sarah Marion & Jeff Williamson: Director McCully introduced Sarah and Jeff. Jeff expressed appreciation for the opportunity to work with McCully and her team. He felt they were always well prepared and excited about the meetings held for the Strategic Plan. Sarah and Jeff gave an overview of the process that began in January and included a Staff Strategic Planning Workshop, a Patron Focus Group, a Community Partners Focus Group, and a Community Survey. The Strategic Plan has three goals with strategic objectives and approaches plus a Metrics, Targets, and Implementation chart. Jeff and Sarah shared that they feel the goals align well with the staff. The Plan will stretch the staff but not discourage them. It creates accountability and sets the foundation for short and long-term financial planning and the next Strategic Plan. McCully and the Board thanked Jeff and Sarah for their work and their presentation.

President's Report: Stejkowski noted that a quorum was present. He shared that he would be traveling and would not be at the July meeting. Stejkowski also shared that on behalf of BPL he attended a meeting concerning the new Bradley TIF District and the plans that the Village of Bradley has for the Northfield Square Mall. He abstained from voting but is excited about the plans the Village has developed.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held May 20, 2024, and the minutes from the Executive Session held May 20, 2024. Blankestyn made a motion to accept all the minutes as presented. Prentkowski 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. Burgess seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. The balance sheet is tracking at 87.44% and will be submitted to the auditor.

Director's Report: Deadlines: June 30, Last day of the 2023-24 fiscal year. July 1, Schedule of Library Board of Trustees' meeting dates, including time and location, must be prepared and made available to the public. July 5, Last day to adopt and publish resolution to levy additional .02 percent tax. August 26, Last day (30 days before adoption of ordinance and hearing) to make the Tentative Budget & Appropriation Ordinance available for public inspection.

Finance: The Finance Committee will meet to discuss the 2023 Tax Computation Report and a draft of the Working Budget for FY2024-25.

The Library received an award letter from Secretary of State and State Librarian, Alexi Giannoulias, for the FY2024-25 Per Capita Grant. The Library will receive $39,630.20 in funds from the State of Illinois. The Per Capita rate increased from $1.475 to $1.485 resulting in a $266.87 increase from the grant award in FY2023-24.

Personnel: Two Circulation assistant positions are currently being advertised for daytime, evening, and weekend hours.

Each staff member will receive their annual review before the end of the fiscal year on June 30, 2024. Reviews include a staff reflection, communication of any wage increase, an opportunity to highlight the employee's achievements, list of topics/tasks to explore next year, and a description of how the staff member supports the library's mission and vision.

Policy: A review of the entire *Trustees & Legal Requirements* section and *Serving Our Public 03-08 Use of Library Meeting Rooms* is needed. A Policy Committee Meeting will be scheduled in July.

Building & Grounds: A condenser fan motor and blade in the main air conditioning unit were replaced on May 24 and May 31, 2024. Holohan Heating & Sheet Metal, Inc.

performed the repairs. The air conditioning in the main area of the building is working consistently now.

Pipco removed and replaced a leaking sprinkler pipe in the attic on June 7, 2024. The sprinkler system is back in service.

Friendly Signs will repair the flagpole on Wednesday, June 19, 2024. The pulley system for the flag wore out after 20+ years of outside use.

Summer Reading Challenge: BPL's Summer Reading Challenge is off to a great start. So far there are over 400 children, 120 teens, and 238 adults enrolled in the program. The BPL website has information for event registration, and social media platforms are a great way to stay up to date with summer happenings at the Library.

Strategic Planning: A final draft of the final Strategic Plan was shared with Strategic Planning Committee members. Edits and suggestions were shared with planning facilitators, Sarah Marion and Jeff Williamson. The Plan will be presented to the Board by the facilitators at their next meeting for final approval. The Strategic Planning Committee will meet at the end of June for a final wrap-up meeting. The Strategic Plan is expected to be launched in the 2024-25 fiscal year.

Upcoming Programs: Upcoming programs include TLC Summer Edition: Brain Games from 1 to 3 p.m. on Wednesdays, June 12 & June 26, Sporty Storytime for all ages at 10 a.m. on Saturday, June 29, We Love Bluey Party for all ages at 10:30 a.m. on Saturday, July 6, and Totally 2000s Music Trivia for ages 8 and up at 1:00 p.m. on Saturday, July 13.

Out of the Office: Director McCully will be out of the office on vacation from July 4-14, 2024, with limited access to messages. Please contact any available supervisor for support or questions during McCully's absence.

Committee Reports:

Finance: Meeting held June 17, 2024, at 6:30 p.m.
Personnel: None.
Policy: A meeting will be scheduled in July to review the entire *Trustees & Legal Requirements* section and *Serving Our Public 03-08 Use of Library Meeting Rooms*.
Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Discuss & Approve 2024-2027 Strategic Plan: Hofman made a motion to adopt the 2024-2027 Strategic Plan. Blankestyn seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

New Business:

Approve Non-participation in Non-resident Library Card Program: Stejkowski made a motion to approve non-participation in the non-resident program. Blankestyn seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Review of Closed Session Minutes: McCully shared that there were only two closed sessions. They will remain closed.

Adopt Ordinance 24-1- *Meeting Dates Ordinance FY24-25*: Hendrick made a motion to approve meeting dates for FY24-25, Ordinance 24-1, as presented. Prentkowski seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Adopt Ordinance 24-02- *.02 Percent Tax Ordinance*: Stejkowski made a motion to adopt the .02 percent tax ordinance. Blankestyn seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Discuss Finance Committee Recommendations: Stringer made a motion to approve the recommendations of the Finance Committee on the FY2024-25 Cost Control Worksheet/Working Budget. Prentkowski seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Public Comment: Trustee Burgess shared that she had attended a Project Sun meeting and heard very positive comments concerning BPL being a part of the Kankakee Area LGBTQ Network.

Adjournment: Hofman made a motion to adjourn the meeting at 7:51 p.m. Burgess seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah Hendrick
Board Secretary