

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
June 27, 2022**

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 27, 2022.

Trustees present: Deborah Hendrick, Judith Smead, Ellen Stringer, Amanda Wright, and David Stejkowski. Trustees Mary Kay Blankestyn and Laurie Hofman were absent.

Also present: Library Director Kelly McCully

President's Report: Stejkowski noted there was a quorum present. He shared that Trustee Blankestyn was feeling better, and the hope is that she will be back in attendance soon.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held May 16, 2022, and the Executive Sessions held May 16, 2022. Wright made a motion to accept all the minutes as corrected. Smead seconded the motion and it passed with a vote of all ayes. Trustees Blankestyn and Hofman were absent.

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

Financial Report: Stringer reviewed the transactions for May and June and asked for any questions. Stringer made a motion to pay the monthly bills as presented. Stejkowski seconded the motion. Hendrick, Smead, Stringer, Wright, and Stejkowski voted yes. Trustees Blankestyn and Hofman were absent. The balance sheet is tracking at 92.5% and will be submitted to the auditor.

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. August 29, Last day to make the tentative budget and appropriation ordinance available for public inspection.

Finance: The Finance Committee met to discuss the 2021 Tax Computation Report and draft of the Working Budget for FY 2022-23.

Personnel: Marketing & Outreach Coordinator, Katey Moore, has given her notice of resignation to the Library. Her last day will be Friday, July 15. Katey has worked with the Library over eight years as a Reference Assistant, Marketing Assistant, and as the Marketing & Outreach Coordinator. Katey is wished all the best as she relocates to the Chicago suburbs. With her creativity and leadership, Katey has left an indelible mark on the Library and the community.

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: Vital Landscaping replaced 12 boxwood shrubs that were damaged by the salt used to de-ice the walkway in front of the building.

New furniture was installed on the outdoor patio. Two hexagon, outdoor picnic tables and a new bike rack were assembled and put into place by Facilities Coordinator, Bill Johnson.

Pipco replaced a faulty accelerator on June 7. This was the issue that caused the fire alarm to be activated in May.

PrairieCat: Circulation Services Supervisor, Eric Linnell, was elected to the At Large Seat on the PrairieCat Circulation Committee for a three year term. McCully was elected for a three year term to the Administrative Council, the elected board that sets policy and makes recommendations to the PrairieCat Delegates Assembly for major purchases, the budget, and membership changes.

Community Engagement: BPL has partnered again with the Bourbonnais Elementary School District #53 to offer the Straw Bale Garden for the community. The planting day for the garden was held Saturday, May 28, from 9 a.m. to 12 p.m.

BPL partnered with the Kankakee Humane Foundation to offer a Cat Café program on Saturday, June 18. Registered participants had the opportunity to interact with adorable kittens and enjoy refreshments. Coffee and snacks were donated by the Starbucks in Bourbonnais. Two of the nine kittens featured at the Cat Café program were adopted at the conclusion of the event.

The Village of Bourbonnais and BPL hosted a Movie in the Park Event at Goselin Park on June 17. Participants enjoyed a free movie, popcorn, and coloring sheets offered by BPL.

Summer Reading Challenge: BPL's Summer Reading Challenge is off to a great start. So far there are 384 children, 181 teens, and 163 adults (who have already read over 130,000 minutes) enrolled in the program. Event registration is available on the library's website, and library patrons can access the library's social media platforms to stay up to date on summer happenings.

Continuing Education: McCully has applied to attend Director's University 2.0 which will be held August 2-4 at the Illinois State Library in Springfield, Illinois. The program is a continuation of the Director's University training that McCully attended in 2017. Program topics offered include: relationship building; budgeting; capital improvements; grant writing and leadership development.

Open Meetings Act (OMA) Training: The Attorney General has updated their website and their Open Meetings Act Training portal. All board members must take this training at least once. McCully attached instructions on how to access the OMA training portal for elected members. Once training is completed, members are asked to forward a copy of the completion certificate from the Illinois Attorney General's Office to McCully so she can keep it on file.

Committee Reports:

Personnel: None.

Finance: Meeting held Monday, June 27.

Policy: None.

Building and Grounds: Set meeting date to discuss flooring project after the beginning of the fiscal year.

Long Range Planning: None.

Unfinished Business:

Approve Assistant Director Position, Job Description, & Recruitment: McCully reviewed the Assistant Director job description prepared by HR Source and the wage scale previously approved by the Board. Salary for an Assistant Director was figured into the FY 2022-23 budget. After a brief discussion, Stringer made a motion to approve the hiring

of an Assistant Director. Smead seconded the motion. Hendrick, Smead, Stringer, Wright, and Stejkowski voted yes. Trustees Blankestyn and Hofman were absent.

New Business:

Discuss Personnel Updates: McCully shared that Marketing & Outreach Coordinator, Katey Moore, will be leaving and moving to the Chicago suburbs. Her last day will be July 15. Katey will be missed especially because of her creativity and leadership. If needed in the future, Katey stated her availability to assist the Library with freelance graphic design work on a contract basis.

Approve non-participation in non-resident library card program: Hendrick made a motion to approve non-participation in the non-resident program. Wright seconded the motion and it passed with a vote of all ayes. Trustees Blankestyn and Hofman were absent.

Adopt Ordinance 22-01- *Meeting Dates Ordinance FY 22-23*: Stringer made a motion to approve meeting dates for FY 22-23, Ordinance 22-01 as presented. Stejkowski seconded the motion. Hendrick, Smead, Stringer, Wright, and Stejkowski voted yes. Trustees Blankestyn and Hofman were absent.

Adopt Ordinance 22-02- *.02 Percent Tax Ordinance*: Stejkowski made a motion to adopt the .02 percent tax ordinance. Stringer seconded the motion. Hendrick, Smead, Stringer, Wright, and Stejkowski voted yes. Trustees Blankestyn and Hofman were absent.

Approve recommendations from the Finance Committee: Hendrick made a motion to approve the recommendations of the Finance Committee on the Budget Worksheet (Cost Control Worksheet). Stejkowski seconded the motion. Hendrick, Smead, Stringer, Wright, and Stejkowski voted yes. Trustees Blankestyn and Hofman were absent.

Review of closed session minutes: McCully shared that there was only one closed session. It will not be disclosed because it was a personnel issue.

Public Comment: None.

Adjournment: Wright made a motion to adjourn the meeting at 7:39 p.m. Smead seconded the motion and it passed with a vote of all ayes. Trustees Blankestyn and Hofman were absent.

Respectfully submitted,

Deborah J. Hendrick
Board Secretary