BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
July 15, 2024

Vice-President Mary Kay Blankestyn called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:00 p.m. on July 15, 2024.

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

Also present: Library Director Kelly McCully and member of the public Michelle Tong.

President's Report: None due to Stejkowski's absence.

Secretary's Report: The Board reviewed the minutes from the Finance Committee Meeting held June 17, 2024, and the regular Board Meeting held June 17, 2024. Hofman made a motion to accept all the minutes as presented. Burgess seconded the motion and it passed with a vote of all ayes. Trustee Stejkowski was absent.

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. Prentkowski seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, and Stringer voted yes. Trustee Stejkowski was absent. Stringer also shared that the first tax disbursement has not been received from the Country Treasurer's Office. McCully will have transaction sheets for June through August at the next Board meeting.

Director's Report: Deadlines: July 1, The start of FY2024-25. August 26, Last day (30 days before adoption of ordinance and hearing) to make the Tentative Budget & Appropriation Ordinance available for public inspection. August 30, Last day for Library to authorize payment of obligation incurred in FY2023-24.

Finance: The Board will review changes to the Working Budget for FY2024-25 and the Tentative Budget & Appropriation Ordinance which must be available for public

inspection for 30 days. A legal notice will be posted in the Kankakee Daily Journal on Saturday, July 13, 2024.

The Library received a payment of $39,630.20 Per Capita Grant funds from the State of Illinois on Monday, July 1, 2024. The Library is grateful for this prompt payment from the State's Comptroller Office since BPL's first local tax disbursement is not estimated to be delivered until around July 22, 2024.

Personnel: The two Circulation Assistant positions were filled. McCully looks forward to introducing these new staff members soon.

All annual reviews are complete. Wage increases went into effect as of July 1, 2024. Staff members will see these increases on their July 5, 2024, paychecks.

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 before the regular meeting on August 19, 2024.

Building & Grounds: The HVAC unit that provides cooling to the Youth Services Area needed a new condenser fan motor. Facilities Coordinator, Bill Johnson, made repairs himself in June.

During seasonal checks, Bill discovered that the fire extinguisher in the White Oak Room needs to be recharged. He has contacted Liberty Fire Equipment to repair it.

Summer Reading Challenge: BPL's Summer Reading Challenge is off to a great start. So far there are 484 children, 144 teens, and 273 adults enrolled in the program. Using BPL's Beanstack online reading challenge platform, teens have logged 108,037 minutes of reading, and adults have logged 268,637 minutes. 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.

The Out & About Bourbonnais program wrapped up on June 30, 2024. There were 120 participants of all ages for this inaugural activity challenge. The community embraced this new summer program with so much enthusiasm that it will be offered again next summer. High fives go out to Adult & Teen Services Supervisors, Becca Maree & Stacy Van Kley, for facilitating this successful summer program.

Upcoming Programs: Upcoming programs include We Love Bluey Party for all ages at 10:30 a.m. on Saturday, July 6, Totally 2000s Music Trivia for ages 8 and up at 1:00 p.m. on Saturday, July 13, TLC Summer Edition: Makerspace for teens ages 12 & up from 1 to 3 p.m. Wednesdays, July 10 and July 24, Paint @Your Pace for adults ages 18+ at 6 p.m. on Thursday, July 18, Little Learners Water Play Day for kids up to 30 months at 10 a.m. on Thursday, July 18, Fresh Fridays Book Club hosted at Utopia Shakes & Teas at 2 p.m. on Friday, July 26, and Pitbull Playtime from 10 a.m. to 12 p.m. on Saturday, July 27.

Committee Reports:

Finance: None.
Personnel: None.
Policy: A meeting is scheduled for August 19, 2024, at 6 p.m.
Building and Grounds: None.
Long Range Planning: None.

Unfinished Business: None.

New Business:

Appoint two board members to audit Secretary's minutes for FY2023-24: Trustees Burgess and Hofman were appointed to do this.

Adopt Ordinance 24-03- *Tentative Budget & Appropriation Ordinance*: Stringer made a motion to adopt Ordinance 24-03- *Tentative Budget & Appropriation Ordinance* as presented. Prentkowski seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, and Stringer voted yes. Trustee Stejkowski was absent.

Set date for Public Hearing: McCully has set the date of the public hearing as August 19, 2024, at 7:00 p.m. before the regular scheduled meeting of the Library Board.

Public Comment: None.

Adjournment: Stringer made a motion to adjourn the meeting at 7:12 p.m. Hofman seconded the motion and it passed with a vote of all ayes. Trustee Stejkowski was absent.

Respectfully submitted,

Deborah Hendrick
Board Secretary