BOURBONNAIS PUBLIC LIBRARY BOARD OF TRUSTEES

RECORD OF REGULAR BOARD MEETING PROCEEDINGS

August 18, 2025

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7 p.m. on August 18, 2025

Trustees Present: Mary Kay Blankestyn, Kate Burgess, Jen Corke-Kafer, Laurie Hofman, Ellen Stringer, and David Stejkowski. Jessica Prentkowski was absent

Also Present: Library Director Kelly McCully and Assistant Director Stacey Van Kley

Introduction of Visitors and Public Comment: None

Review Agenda for Additions/Changes: None

Consent Agenda- Action:

Approve July 21, 2025 Minutes

Approve Financial Report and Payment of Bills for July 2025

Approve Check Registers

Corke-Kafer made a motion to approve the Consent Agenda. Blankestyn seconded the motion. Burgess, Hofman, Stringer, and Stejkowski voted yes. Prentkowski was absent.

Officer's Reports: None

Correspondence & Communications: None

Director's Report: BookBonnais merch is going virtual. Soon, patrons from around the US will be able to order merch in extended sizes and have it shipped right to their door. There was a demand from non-locals on social media to support the library in this way. This will provide the opportunity for expanded sizes and a wider range of merchandise.

The concrete project wrapped up, and we are now preparing for the resurfacing of the parking lot.

Kris Weybright fully retired from library service on July 31, 2025. Kris has been an invaluable part of the team since 1999.

Nicole Brown was promoted to Technical Services Supervisor on August 11, 2025.

Kelly and Stacey decided to move forward with Paylocity for payroll, time keeping, and online HR management. We will continue to use QuickBooks for bookkeeping and accounting reports, as we were assured that Paylocity will seamlessly integrate with the software. Paylocity will go live for the October 10, 2025, BPL payroll.

Committee Reports:

Finance: None

Personnel: None

Policy: None

Building & Grounds: None

Long Range Planning: None

Old Business: None

New Business:

Action: Adopt Ordinance 25-05- *Tentative budget & Appropriation Ordinance FY 25-26*

Blankestyn made a motion to adopt Ordinance 25-05- *Tentative Budget & Appropriation Ordinance FY 25-26.* Hofman seconded the motion, and it passed with a unanimous vote of the present trustees.

Action: Discuss Update Payroll and Timekeeping Software

No action was taken at this time.

Action: Review 2025 Property Condition Assessment for FY25-26 Building Maintenance Planning

No Action was taken at this time.

Public Comment: None

Adjournment: Burgess made a motion to adjourn the meeting at 7:30 p.m. Corke-Kafer seconded the motion, and it passed with a unanimous vote of the present trustees.

Respectfully Submitted,

Kate Burgess

Secretary