BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
August 19, 2024

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 August 19, 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.

President's Report: Stejkowski shared that he and his wife had a wonderful time on vacation and appreciated the Board's patience during his time away. He also gave compliments to the Village of Bourbonnais on the outstanding job done with the new Community Campus.

Secretary's Report: The Board reviewed the minutes from the regular Board Meeting held July 15, 2024. Blankestyn made a motion to accept the minutes as presented. Burgess 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. Stejkowski seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. The balance sheet is tracking at 11% and will be submitted to the auditor.

Director's Report: Deadlines: August 20, First day for Library Trustee candidates to circulate nominating petition sheet for April 1, 2025, Consolidated Election. August 26, Last day (30 days before adoption of ordinance and hearing) to make the Tentative Budget & Appropriation Ordinance available for public inspection. September 1, Illinois Public Library Annual Report (IPLAR) due (submitted 8/7/24).

Finance: Preparations are being made for the library's annual financial audit. Brandt & Associates will perform the audit again this year. The library's bookkeeper plans to deliver documents to the auditors to start this process next week.

Personnel: The Library welcomed three employees in July. Nicole Brown and Marlo Rodgers joined the Circulation Department as Circulation Assistants. Luke Goldfain joined the Adult Services Department as a Reference Assistant.

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 at 6 p.m. on September 16, 2024.

Building & Grounds: Precision Plumbing visited the Library twice in July to perform some plumbing and sewer line maintenance in the Youth Services restroom.

Brite Swipe will restore and refinish the VCT tile located in the Youth Services Craft Room and Library Break Room starting on Saturday, August 17, 2024.

The well-loved large pillows in the Youth Services Area will be professionally cleaned by Kleenrr starting August 23, 2024.

The Board will review an estimate and landscaping plan to add more shade and appeal to the patio area. Due to the age of the wooden structure and safety concerns, the gazebo will be removed and replaced with a more accessible paver patio seating area.

Summer Reading Challenge: BPL's Summer Reading Challenge wrapped up on July 31, 2024. A total of 512 children, 150 teens, and 295 adults participated in the program. Using the library's Beanstack online reading challenge platform, teens logged 193,481 minutes of reading, and adults logged 467,758 minutes. A record number of children completed the SRC challenge this year; 158 children, 31% of those who registered, turned in their logs for finisher prizes.

Continuing Education: Teen Services Supervisor, Stacey Van Kley, graduated with her Master of Library and Information Studies (MLIS) degree on Saturday, August 3, 2024. BPL is so proud of Stacey and all she has accomplished. Roll Tide!

Circulation: McCully shared that the total monthly transactions were 20,112. This figure represents a 5% increase from 2023. McCully included a chart that compares local circulation statistics. Bourbonnais Public Library continues to have the highest total circulation numbers in Kankakee County.

Community Partnership: The Pitbull Playtime program held on Saturday, July 27, 2024, was a tail wagging success. The Library partnered with animals, staff, and volunteers from Kankakee County Animal Control, Kankakee County Humane Society, and It's A Pittie Rescue for this all-ages program. Over 100 participants had the opportunity to interact, play, and read to six rescue pups. It was a great opportunity to offer BPL's patrons a unique program experience combined with some animal advocacy.

BPL staff will be at the upcoming Bourbonnais Elementary School District K-8 Open House programs August 19-20, 2024, to greet families and offer library card sign ups.

Upcoming Programs: Upcoming programs include Page Turners for grades 5th through 8th from 3:30 to 4:30 p.m. on Thursday, August 22, TLC Open House for grades 7 & 8 from 3 to 4 p.m. on Wednesday, September 4, SWAPAPALOOZA, a Free Community Clothing Exchange from 10 a.m. to 12 p.m. on Saturday, September 7, and The Trope Troupe for adults 18 & up on September 10 at 6 p.m. in the White Oak Room.

Committee Reports:

Finance: None.
Personnel: None.
Policy: A meeting is scheduled for September 16, 2024, at 6 p.m.
Building and Grounds: None.
Long Range Planning: None.

Unfinished Business: None.

New Business:

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

Discuss 2025 Consolidated Primary Election Requirements: McCully shared that there are four trustees up for reelection in the April 1, 2025, Consolidated Primary Election. Those trustees are Burgess, Hendrick, Prentkowski, and Stringer. McCully gave a candidate

packet to each of these trustees and asked them to let her know as soon as possible if they were going to run for reelection. Petition circulation can begin on August 20, 2024, with 49 signatures being required. Packets need to be returned to McCully by November 12, 2024.

Review and Approve Website Accessibility Statement: McCully reviewed the BPLD Web Accessibility Statement. The statement is on the library's homepage. Stejkowski made a motion to approve the Website Accessibility statement. Blankestyn seconded the motion and it passed with a vote of all ayes.

Approve Landscaping Estimate: McCully shared the landscaping design and estimate from Vital Landscape, Inc. for the area around the existing pavers on the west side of the Library. This design is Phase 1 with the plans for Phase 2 in the next fiscal year. The estimated cost for the project is $9,934.77. Blankestyn made a motion to approve the landscaping estimate. Burgess seconded the motion and is passed with a vote of all ayes.

Discuss Personnel Updates: McCully reviewed the job description for the Assistant Director position.

Approve Transfer to Illinois Funds Capital Reserve Account: McCully explained that the Library has a surplus of $50,000 left in the budget from fiscal year FY2023-2024. After a brief discussion, the consensus of the Board was to leave the money in the money market until consulting with a financial advisor knowing that the last day to move unexpended funds to Capital Reserve is September 30, 2024.

Public Comment: None.

Adjournment: Hofman made a motion to adjourn the meeting at 7:42 p.m. Hendrick seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah Hendrick
Board Secretary