

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
August 21, 2023**

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 21, 2023.

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

Also present: Library Director Kelly McCully, Village of Bourbonnais Administrator, Mike VanMill, and Village of Bourbonnais Executive Administrative Assistant, Margie Beech.

TIF District #18 Extension Presentation by Village of Bourbonnais Administrator, Mike VanMill, and Executive Administrative Assistant, Margie Beech: McCully welcomed Mike VanMill and Margie Beech to the Board meeting. Stejkowski recused himself from the meeting because of a conflict of interest and asked Vice-President Mary Kay Blankestyn to conduct this agenda item. VanMill presented a power point giving an overview of the Bourbonnais Industrial TIF District including how tax increment financing works, facts about the industrial park conservation area, EAV analysis (2005 – current), and development history. The presentation was followed by a questions and comments time. McCully expressed appreciation to VanMill and Beech for their time and information.

President's Report: None.

Secretary's Report: The Board reviewed the minutes from the Policy Committee Meeting held July 17, 2023, the Decennial Committee Meeting held July 17, 2023, and the regular Board Meeting held July 17, 2023. Blankestyn made a motion to accept all the minutes as presented. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustee Prentkowski 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. Burgess seconded the

motion. Blankestyn, Burgess, Hendrick, Hofman, Stringer, and Stejkowski voted yes. Trustee Prentkowski was absent. The balance sheet will be submitted to the auditor.

Director's Report: Deadlines: August 28, Last day (30 days before the adoption of ordinance and hearing) to make the Tentative Budget & Appropriation available for public inspection and publish notice of public hearing. August 30, Last day for the Library to authorize payment of obligation incurred in the prior fiscal year. September 1, Illinois Public Library Annual Report (IPLAR) due. September 1, Last day to file the Secretary's audit of minutes from the prior fiscal year (Complete). September 26, Last day for the Board to enact a budget and appropriation ordinance.

Marketing: The Library has 3,075 Facebook followers, 1,075 Instagram followers, and 1,529 followers on TikTok.

Look for expanded Recent Reads videos coming soon. The BPL staff offer excellent reading recommendations in the *Recent Reads* videos. The Marketing Department will expand this series with reviews of albums, movies, TV series, and even video games. Follow along on Facebook, Instagram, and TikTok to see the latest *Recent Reads* recommendations.

Personnel: The Library welcomed three new staff members in August. BPL welcomed Barbara Kling as a Circulation Assistant, Faith Keller as a Reference Assistant, and Veronica Breach to Youth Services as a Youth Services Assistant t. BPL looks forward to welcoming a new Marketing & Adult Services Assistant soon.

Finance: The Library received its first FY2024 tax distribution on Friday, July 28. Fortunately, the Library had enough cash assets in the Midland Bank checking and money market accounts that funds did not have to be temporarily transferred from the library's capital reserve account to cover payroll and other expenses for July. The purchasing of books and supplies was able to begin in August.

BPL was awarded the Project Next Generation Grant by the Illinois State Library for \$11,950. Funding for this grant is provided by the Library Services and Technology Act (LSTA) grant funds. The purpose of the grant is to provide technology that will give opportunities for teens to draw, design, and create. Teens will have access to drawing software, tablets, and art mentors that will help them to explore their digital creativity.

Congratulations to the grant writer and project manager, Teen Services Supervisor, Stacey Van Kley, for her dedication to the project and the teens that it will inspire.

Library Services: The Summer Reading Challenge (SRC) *Build Your Story* ran from June-July 2023. Over 500 children's SRC booklets were distributed, with 125 finishing the program. Over 900 prizes were distributed to children during this SRC.

A total of 159 teens participated in SRC and read over 179,000 minutes. Over 5,000 prize tickets were submitted.

231 adults have read over 400,000 hours and submitted over 8,900 prize drawing tickets.

Building & Grounds: Vital Landscape replaced several dead bushes in the front landscaping area. New and replacement plants were installed the week of August 7. The Library will continue to monitor the front planting beds to see if the winter salt or drainage continues to impact the plants.

Outreach: BPL Youth Services staff have/will attend upcoming Open House programs at local schools. Staff members attended Open House programs on August 16 at St. George K-8 School District and for Alan Shepard Kindergarten on Wednesday, August 17. Staff members will attend Open House programs at BESD53 schools, Shabonna, Liberty, and the Upper-Grade Center, on Monday, August 21, 2023. Open House programs create opportunities for students to sign up for library cards and introduce families to library services in their community.

Publicity: Director McCully will attend a press conference with Secretary of State, Alexi Giannoulias, on Friday, August 25, 2023. The purpose of the press conference is to announce grants that the Secretary has awarded to support library and literacy services across Illinois. In celebration of our FY2024 Project Next Generation Grant, Teen Services Supervisor, Stacey Van Kley, and McCully have been invited by the Illinois State Library to the press conference in Chicago.

ILA Conference: Trustee Day at the ILA Conference will be Thursday, October 26, 2023, at the BOS Center in Springfield, IL. Trustees that are interested in attending Trustee Day need to email McCully. The Library will pay for Trustee Day registration and

mileage to/from the Conference. McCully included a link to the list of Trustee Day events.

Committee Reports:

Finance: None.

Personnel: None.

Policy: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Discuss & Approve Village of Bourbonnais *TIF District #18* Letter of Support: Stejkowski recused himself from the meeting at 7:38 p.m. because of a conflict of interest and asked Vice-President Mary Kay Blankestyn to conduct this agenda item. McCully reviewed the letter received from the Village of Bourbonnais requesting support for the Village's request for extension of its TIF (Tax Increment Financing) District. Trustees discussed the presentation from Village of Bourbonnais Administrator, Mike VanMill. Burgess made a motion to approve the Village of Bourbonnais *TIF District #18* letter of support. Hendrick seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, and Stringer voted yes. Trustee Prentkowski was absent. Stejkowski returned to the meeting at 7:44 p.m.

New Business:

Adopt Ordinance 23-04- *Budget & Appropriation Ordinance*: Blankestyn made a motion to adopt Ordinance 23-04- *Budget & Appropriation Ordinance* as presented. Stringer seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Stringer, and Stejkowski voted yes. Trustee Prentkowski was absent.

Approve Revision to Trustees & Legal Requirements Policy 01-14 Meetings & Audiovisual Conferencing: McCully reviewed *Trustees & Legal Requirements Policy 01-14 Meetings & Audiovisual Conferencing* noting a change in Section 5. Stejkowski made a motion to approve Policy 01-14. Hofman seconded the motion and it passed with all ayes. Trustee Prentkowski was absent.

Approve Credit Card Limit Increase: McCully reviewed details of the credit card limit for employees and herself. McCully requested a credit card limit of \$10,000 for everyone. Blankestyn made a motion to increase the credit card limit to \$10,000. Burgess seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Stringer, and Stejkowski voted yes. Trustee Prentkowski was absent.

Review & Approve Furniture Estimate: McCully showed samples for new tables and chairs. She will have pricing information for the September Board meeting.

Public Comment: None.

Executive Session:

Discuss Litigation 5 ILCS 120/2 (c) (11): Hofman made a motion to move into Executive Session to discuss Litigation 5 ILCS 120/2 (c) (11) at 7:52 p.m. Stringer seconded the motion and it passed with all ayes. Trustee Prentkowski was absent.

Blankestyn made the motion to move out of executive session and return to regular session at 8:07 p.m. Stringer seconded the motion and it passed with all ayes. Trustee Prentkowski was absent.

This item will be tabled until the September meeting.

Adjournment: Stringer made a motion to adjourn the meeting at 8:10 p.m. Hendrick seconded the motion and it passed with a vote of all ayes. Trustee Prentkowski was absent.

Respectfully submitted,

Deborah Hendrick
Board Secretary

