BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
September 16, 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 September 16, 2024.

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

Also present: Library Director Kelly McCully.

President's Report: Stejkowski noted there was a quorum present. Director McCully made a correction to the agenda title from Public Hearing to Board Meeting.

Secretary's Report: The Board reviewed the minutes from the 2024-2025 Budget and Appropriations Public Hearing held August 18, 2024, and the regular Board Meeting held August 19, 2024. Blankestyn made a motion to accept all the minutes as corrected. Stringer seconded the motion and it passed with a vote of all ayes. Trustee Burgess 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, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. Trustee Burgess was absent. The balance sheet is tracking at 17.5% and will be submitted to the auditor.

Director's Report: Deadlines: September 28, Secretary's Audit due (submitted 8/7/24). September 30, Last day to transfer unexpended funds from prior fiscal year to Special Reserve Fund.

Finance: The second tax distribution of the 2024-2025 fiscal year was received from the Kankakee County Treasurer's Office on September 3, 2024, in the amount of $81,051.38.

Personnel: Interviews for the Assistant Director position will be held from September 30 to October 4. Two candidates have applied for the position posted internally on August 22, 2024. A Hiring Committee has been formed to interview and evaluate the candidates.

Policy: A review of the entire *Trustees & Legal Requirements* section and *Serving Our Public 03-15 Circulation* is needed. A Policy Committee Meeting is scheduled before the regular meeting at 6 p.m. on September 16, 2024.

Building & Grounds: The gazebo was removed in preparation for the patio landscaping project. The project will include a new seating area, decorative annuals, grasses, and three trees. An order for four Adirondack chairs with adjoining tables was placed with Barco Products; these chairs will match the hexagon picnic tables currently on the patio. Vital Landscape will complete the project sometime in September 2024.

Continuing Education: Three BPL staff members will attend the annual Illinois Library Association Conference in Peoria, Illinois, from October 8 to October 10, 2024. Adult Supervisor Becca Maree and Director McCully will present a program on practical strategies for evaluating problematic programming. Children's Services Supervisor Rory Parilac will host ILA Trivia Night, where she will present a handcrafted quiz for librarians and library lovers.

Patron Services: BPL had a record number of new library cards issued in August 2024. 234 new cards were issued! This was, no doubt, due to the outreach efforts by BPL staff at a local daycare and all the BESD53 Open House programs.

September is National Library Card Sign-Up Month. To celebrate, BPL is offering a raffle for a bookBonnais merchandise bundle. Anyone who signs up for a library card or attends a library program in September will receive a raffle ticket for the drawing.

The Illinois Office of the Secretary of State (ILSOS) rolled out its eResources package to Illinois libraries. This is a multi-million-dollar agreement between ILSOS and EBSCO to provide free online resources to libraries throughout Illinois.

BPL also added ASL Deafined, an online American Sign Language Learning platform, and Comics Plus, a library of comics and graphic novel collections for adults, teens, and children.

McCully included a link to see the complete list of resources and shared that a new digital magazine collection is coming soon.

Community Partnership: BPL partners with Benner Library annually to promote public library services to Olivet Nazarene University students. Adult Services Department staff works with Benner Library to cross-promote collections and library initiatives throughout the year. Olivet students may obtain a public library card that is renewed annually with proof of a local campus address.

Strategic Plan Launch: BPL launched its new Strategic Plan in September 2024. Flyers are being distributed with library buttons at the Circulation Desk. The entire plan is available on the BPL website, and a plan summary was posted to the library's social media platforms. A big thank you goes out to the members of the Strategic Planning Committee and the Marketing Team for all their work on this important project.

Upcoming Programs: Upcoming programs include October Teen Book Bag: Written in the Stars for teens ages 12 to 18, Family Storytime for all ages at 10 a.m. on Mondays from September 9 through December 16, Little Learners for children up to 30 months every Thursday between 10 and 11 a.m. from September 12 through December 19, a Zoom program Nobody's Fool with Dr. Daniel J. Simons at 7 p.m. on Thursday, September 19, Banned Book Secret Story Stones for adults 18 and over from September 22 through September 28.

Committee Reports:

Finance: None.
Personnel: None.
Policy: Meeting was held September 16, 2024, at 6 p.m.
Building and Grounds: None.
Long Range Planning: None.

Unfinished Business: None.

New Business:

Approve Policy Committee Recommendations: Stringer made a motion to approve the Policy Committee recommendations. Hofman seconded the motion. Blankestyn,

Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. Trustee Burgess was absent.

Discuss & Approve FY2024-2025 Health Insurance Renewal: McCully reviewed the current health insurance policy and renewal information. The Board discussed the comparison charts and premium information. Stejkowski made a motion to approve the renewal of the current health insurance policy. Hofman seconded the motion. Blankestyn, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. Trustee Burgess was absent.

Discuss FY2023-24 Annual Report Statistics: McCully reviewed the annual library report for the Board. Library patrons visited the Library 83,997 times. There are 7,207 library card holders and 127,476 total items were checked out. McCully highlighted that there were 14,090 attendees at 572 different programs. An annual statistics comparison sheet for the last three years was also included for the Board. An infographic with some of the FY2023-2024 Annual Report statistics is available on the library's social media sites.

Discuss & Approve Financial Advisor Proposal: This item was tabled until October.

Approve Furniture Estimates: McCully reviewed the proposal from Ebsco for new furniture for the Teen Library Club space. The cost would be $7,726.36. Blankestyn made a motion to approve the purchase of the new furniture. Hendrick seconded the motion. Blankestyn, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes. Trustee Burgess was absent.

Public Comment: None.

Adjournment: Prentkowski made a motion to adjourn the meeting at 7:30 p.m. Stejkowski seconded the motion and it passed with a vote of all ayes. Trustee Burgess was absent.

Respectfully submitted,

Deborah Hendrick
Board Secretary