

**BOURBONNAIS PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
RECORD OF REGULAR BOARD MEETING PROCEEDINGS
September 18, 2023**

President David Stejkowski called to order the regular meeting of the Board of Trustees of the Bourbonnais Public Library District at 7:06 p.m. on September 18, 2023.

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 noted there was a quorum present and shared with the Board that he would not be in attendance at the October meeting because of travel plans.

Secretary's Report: The Board reviewed the minutes from the 2023-2024 Budget and Appropriation Ordinance Public Hearing held August 21, 2023, the regular Board Meeting held August 21, 2023, and the Executive Session held August 21, 2023. Stejkowski made a motion to accept all the minutes as corrected. Prentkowski seconded the motion and it passed with a vote of all ayes.

Correspondence & Communications and Public Comment (action items only): A letter was received from Mayor Paul Schore thanking the Board for their letter of support for the Village of Bourbonnais TIF District.

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, Prentkowski, Stringer, and Stejkowski voted yes. The balance sheet will be submitted to the auditor. McCully shared that next month discussions will begin about the tax levy.

Director's Report: Deadlines: September 26, Last day for the Board to enact a budget and appropriation ordinance (Complete). November 15, Last day to estimate the amount of property tax revenue that must be raised for the next fiscal year. November 18, Last day to adopt and publish resolution to levy additional .02 percent tax. (Ordinance 23-02 Complete). November 21-28, Dates (7-14 days prior to public hearing)

to publish “black border” notice of Truth in Taxation Hearing if levy ordinance is more than 105 percent of the amount extended the preceding year. December 5, Last day to adopt the Levy Ordinance.

Marketing: The Library has 3,108 Facebook followers, 1,080 Instagram followers, and 1,529 followers on TikTok.

Personnel: The Library welcomed a new Marketing & Programming Assistant in September. Gail Sievert was welcomed to the Marketing & Adult Services Departments on September 5, 2023. Gail will provide support for programming for adults and will contribute creatively to market the library’s collections and services.

BPL is working with insurance brokers to evaluate employee benefits. McCully is working with HomeStar Insurance Services and Cook & Kocher Insurance Group to analyze the current full-time employee health benefits. There has been an 18% increase in the library’s premiums over the last two years. It is time to see what other comparable options are available. McCully will present the options to the Board at the September and October meetings. The current benefits package is up for renewal on November 1, 2023. McCully contacted the Library Insurance and Risk Management Control Combination (LIMRICC) to inquire about membership. They are not accepting applications until 2025.

Finance: Brandt & Associates will present the audit in November 2023. The library’s audit was performed on August 1, 2023. The promised date for completion is November 15, 2023. In addition to the FY2022-23 audit, Brandt & Associates will complete the required Treasurer & Comptroller Reports.

Library Services: September is National Library Card Sign-up Month. The Library is offering a raffle for a BookBonnais bundle to anyone who signs up for a library card or BPL’s newsletter in September.

Local outreach efforts led to a record number of new library cards. 198 new cards were issued in August. This was, no doubt, a result of BPL’s staff presence at BESD53 and St. George Open House programs.

Technology: BPL is meeting with IT companies to solicit proposals for IT support services. McCully met with staff members from Outsource Solutions IT Group and True

Tech Systems to evaluate BPL's IT needs and the current state of the library's network. The Board will review proposals at the September meeting, so we can move forward. The most critical projects will be a server migration and the long-awaited installation of new staff PCs.

Building & Grounds: Osterhoff Fence performed maintenance on the fencing surrounding the main HVAC unit. On Wednesday, September 13, the crew from Osterhoff Fence repaired posts that had heaved from frost and freezing.

Safety: BPL is working with the Bourbonnais Police Department to evaluate safety procedures as threats continue to be reported by Illinois public libraries. McCully shared that the Board might have heard on the news or read a story in a news publication that libraries throughout Illinois are receiving bomb threats. These threats have not yet impacted our local area, and none of the threats have proven to be credible. McCully reached out to Chief Phelps at the Bourbonnais Police Department and Officer Cox, the Resource Officer for BESD53, for guidance.

McCully plans to review BPL's emergency procedures regarding these types of threats with Officer Cox soon. He has confirmed that BPD is aware of the issue and has been making extra patrols around the Library for the last few weeks. Our neighbors at BESD53 have offered their support as well.

For now, the chat feature on BPL's website has been disabled. Most threats towards libraries are coming in anonymously through website chats. McCully has also shared guidance with the library's Supervisory Team on how to respond to any type of threat that comes through to the Library during operating hours.

A Day In the Life: A Beatles' Celebration: Join us on Saturday, November 4, 2023, for a Magical Mystery Tour filled with groovy tributes to the Fab Four, including live musical performances, a mesmerizing showcase of Beatles memorabilia, an engaging presentation about Sgt. Pepper's Lonely Hearts Club, snacks, games, and more.

This program will be for all ages and is combined initiative that will be planned and presented by all departments throughout BPL.

Committee Reports:

Finance: None.

Personnel: None.

Policy: None.

Building and Grounds: None.

Long Range Planning: None.

Unfinished Business:

Review & Approve Furniture Estimate: McCully gave an overview of the estimate from Demco for new furniture for the periodicals area of the Library and showed examples of the designs and fabric. The quote from Demco was for \$10,267.16. Blankestyn made a motion to purchase the new furniture from Demco. Prentkowski seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

New Business:

Discuss & Approve FY2023-2024 Health Insurance Renewal: McCully shared that the current insurance policy is no longer available, and she is working with HomeStar Insurance Services and Cook & Kocher Insurance Group to analyze the library's current employee health benefits. There are six full-time employees on the health insurance plan. The employee insurance plan will be up for renewal November 1, 2023. McCully reviewed new options which have different tiers and co-pays. This item was tabled until the October meeting. At that time McCully will bring more options with comparison charts, premium information, etc. for the Board to review.

Discuss FY2022-23 Annual Report Statistics: McCully reviewed the annual library report for the Board. Library patrons visited the Library 71,615 times. There are 6,792 library card holders, and 120,142 total items were checked out. McCully highlighted that there were 9,463 attendees at 421 different programs. An annual statistics comparison sheet for the last three years was also included for the Board. The full FY2022-2023 Annual Report is available on the library's social media sites.

Discuss & Approve IT Company Proposal(s): The Library will no longer be using the IT services of Tech Pro Logic. McCully met with staff members from Outsource Solutions Group, Inc. from Naperville, Illinois, and True Tech Systems, Inc. from Diamond, Illinois, to evaluate BPLs IT needs. She reviewed proposal information for the Board's consideration. After a brief discussion, Prentkowski made a motion to accept McCully's

recommendation to retain the IT services of True Tech Systems, Inc. Blankestyn seconded the motion. Blankestyn, Burgess, Hendrick, Hofman, Prentkowski, Stringer, and Stejkowski voted yes.

Public Comment: None.

Executive Session:

Discuss Litigation 5 ILCS 120/2 (c) (11): No executive session was held for want of a motion to resolve into executive session.

Adjournment: Hofman made a motion to adjourn the meeting at 8:08 p.m. Stejkowski seconded the motion and it passed with a vote of all ayes.

Respectfully submitted,

Deborah Hendrick
Board Secretary