

**Kankakee Public Library
November 21, 2023
Board Meeting Minutes**

The meeting of the Kankakee Public Library Board of Trustees began at 5:32p.m.

ROLL CALL

Present: Bruce Conway, Vena Burkes, Mike Gall, Bonnie Brewer, Michael Costanza

Absent: Ruth Hatcher, Geraldine Adams, Kent Wade, Liz Barbosa

Also present were: Allison Beasley, Library Director Camille Rose, Assistant Director of Library Engagement, Vicki Forquer, Assistant Director of Library Resources and Korie Worth, Business Manager

Review of Minutes: The October 2023 minutes were reviewed. An edit was made by Mr. Gall to note his absence at the October meeting. Ms. Burkes motioned to approve the minutes with the correction and seconded by Mr. Costanza. The minutes were approved unanimously.

Public Comments: There was no public comment.

Communications: The board was given the October statistics. A room waiver was approved for the Childcare Resource Referral organization.

Bills and Invoices and Financial Report: The board reviewed the bills and invoices for the month of October. Mr. Gall moved to accept the Library bills and invoices; Ms. Burkes seconded the motion and the library bills and invoices were accepted unanimously. Ms. Brewer moved to accept the Kankakee Events Partnership bills and invoices and Ms. Burkes seconded the motion; the board approved unanimously.

Director's Report: Ms. Beasley reported the following: the fiscal year is fifty percent of the way through and our expenses are just slightly under that. The ARPA disbursement was distributed to our account, and our overall income looks good. Our tech company will be in the building just once a month going forward; our previous tech company was significantly cheaper and able to be here more often. Mr. Costanza asked if dropping down to once a month is going to cause issues. Ms. Beasley explained so far, the company is keeping up with everything fine. The buildouts are coming to an end and Ms. Rose and Ms. Thompson are moving into their offices. Heritage is doing a complete overhaul of the HVAC tower; Ms. Beasley expects we will see this massive project in the CAM next year. There are a handful of policies that need some updating. There are new job postings up as a result of a some of our part-time employees leaving. The fall in-service was a success. Ms. Forquer and Ms. Rose did a fantastic job planning for the staff. Youth Services has had a lot of successful programing this past month and Adult Services has a program next week. Hannah Swale and Heather Young presented at the 2023 Library Marketing and Communications Conference in Indiana and brought home a lot of ideas. The board discussed the library's participation in the Christmas parade.

Unfinished Business: There was no unfinished business.

New Business: The 2024 holiday closings were presented to the board. There was discussion held on the general election day. It is a state holiday but the City remains open. The board agreed to stay open for general election day. Ms. Burkes motioned to approve the 2024 closings and Ms. Brewer seconded the motion; the board approved unanimously. The FOIA policy on the website needs to be added to the policy manual. Mr. Costanza motioned to approve the request and Mr. Gall seconded; the board approved unanimously. The board was given a few policies that needed some updates. Discussion was held on one regarding public comment. Ms. Burkes motioned to approve the updates and Mr. Gall seconded; the board approved unanimously.

Executive Session: There was no executive session.

Mr. Gall motioned to adjourn at 6:20 p.m.

Minutes respectfully submitted by Korie Worth.