

**Kankakee Public Library August 12th, 2022
Board Meeting Minutes**

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

ROLL CALL

Present: Vena Burkes, Alex Quezada, Bruce Conway, Mike Gall, Michael Costanza, Ruth Hatcher, Bonnie Brewer

Absent: Kent Wade, Geraldine Adams

Also present were: Stephen Bertrand, Library Director, and Allison Beasley, Assistant Director, Korie Worth, Business Manager

Review of Minutes: The July minutes were reviewed. Ms. Hatcher made a motion to approve the minutes and Mr. Gall seconded the motion. The board approved the minutes unanimously.

Public Comments: There was no public comment.

Communications: Mr. Bertrand went over the month's statistics. They have continued to increase. Mr. Bertrand approved a room waiver for Project SUN. The first tax disbursement was received. The board discussed the new reserve fund that was set up.

Bills and Invoices and Financial Report: The board reviewed the bills and invoices for the month of July. Ms. Burkes motioned to approve the bills and invoices and Mr. Quezada seconded. The board approved the bills and invoices unanimously.

Director's Report: Mr. Bertrand reported the following: The KEYS program has ended so the summer workers are finished. Ms. Beasley will be looking into replacing the Covid shields. Abigail Puffer and Karla Duran were hired in Circulation. Ms. Duran will be resigning from her position after receiving a full-time offer elsewhere; Ellen Frisius is also departing Circulation. Ms. Beasley gave a recap of MSMF, noting how great a weekend it was with attendance, sales, and community positivity. The ELS license plate sticker sales will be starting this August. Mr. Bertrand distributed a memo received by his municipality libraries group from a law firm via Rails. They advised that the library is not a city department and, therefore, is not covered by any liability insurance the city has unless specifically named. The board held discussion on this matter. Ms. Beasley is in the process of finding out if the library is named.

Unfinished Business: Mr. Roland Johnson has requested a few broken chairs in the library be approved to surplus. Ms. Burkes motioned to approve the request and Mr. Costanza seconded; the board approved unanimously. Mr. Conway asked Ms. Beasley to excuse herself. The board discussed some procedures related to the new director hiring. Ms. Beasley rejoined the meeting.

New Business: The new policy for family bereavement was given to the board for approval. Ms. Hatcher motioned to approve and Mr. Gall seconded; the board approved unanimously. The State of Illinois passed a law requiring public libraries to waive non-resident fees for veterans. The new policy was given to the board for approval. Ms. Brewer motioned to approve and Ms. Burkes seconded; the board approved unanimously. The final policy given to the board related to empowering the staff to ask adults to move to other areas if they are concerned with an adult in the children's/teen's department alone. Ms. Burkes motioned to approve the policy and Mr. Quezada seconded. The board approve unanimously. Mr. Gall mentioned the current state of home rule for Kankakee. The board held discussion.

Executive Session: There was no executive session

Ms. Burkes motioned to adjourn. The meeting ended at 6:53 p.m.

Minutes respectfully submitted by Korie Worth.