

**Kankakee Public Library June 21, 2022  
Board Meeting Minutes**

The meeting of the Kankakee Public Library Board of Trustees began at 5:34 p.m.

**ROLL CALL**

**Present:** Bonnie Brewer, Ruth Hatcher, Vena Burkes, Bruce Conway, Kent Wade, Mike Gall

**Absent:** Geraldine Adams, Michael Costanza

**Also present were:** Stephen Bertrand, Library Director, and Allison Beasley, Assistant Director

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

**Public Comments:** There was no public comment.

**Communications:** The board discussed the director job vacancy. Ms. Beasley was asked to exit the room. The staff gave the board a memo concerning the requirements of the director position. The majority of the board agreed that no viable candidate should be ruled out because they don't have a master's degree. The board reviewed the director job description that was recently revised by Mr. Bertrand. The salary was discussed as well as the degree requirements. The rules on the screening committee were discussed. Mr. Gall asked who is on that committee now, Mr. Conway replied that it consists of Mr. Wade, Ms. Brewer and the youth services supervisor, Ms. Rose. Mr. Conway is contemplating being on it as well. Mr. Wade informed the committee has met once and has another scheduled. The board discussed more of the job posting details and the interview process. Mr. Conway asked that henceforth, everything related to the director search remains confidential. Mr. Conway asked for the search committee to update the board at the August meeting to discuss the candidates they'd like to do another interview with. Ms. Beasley was asked to return to the meeting. The Community Foundation submitted a waiver request and Mr. Bertrand reported that he approved the waiver. The May statistics were presented to the board. The circulation statistics are up from last year. Virtual services are doing well with our TikTok views included.

**Bills and Invoices and Financial Report:** The board reviewed the bills and invoices for the month of June. Ms. Brewer motioned to approve the bills and invoices and Ms. Burkes seconded. The motion passed unanimously. Mr. Conway pointed out the KEP account has increased its activity and asked Ms. Beasley for a quick update. Ms. Beasley informed the majority of the festival is booked and the headliner is being worked on. She also pointed out most of the account activity is from the Friday night concerts the events partnership puts on. Mr. Gall asked how sponsorships were going for MusicFest and Ms. Beasley replied that we seem to be on target. Mr. Wade asked if there is a subcommittee for MusicFest. Ms. Beasley explained there is a committee of about twenty-five people that do the planning but as far as the accounting information goes that is just the board.

**Director's Report:** Mr. Bertrand presented the FY 22/23 budget that includes the ARPA funds the library was approved for. There is now a new income item to show the ARPA funds. Mr. Conway asked about the change in the admin charges budget line. Mr. Bertrand explained that due to the city being behind on the audit for a few years now, the library will get audited twice this year. Discussion was held. Mr. Conway asked about the library's reserves and surplus. Discussion continued amongst the board. Mr. Conway presented a motion to approve the FY22/23 budget as it was submitted and Mr. Gall moved to approve the motion. Ms. Burkes seconded, and the board approved unanimously. Mr. Bertrand informed the board of two new hires. Adult Services welcomed Pamela Stampley and Support Services welcomed Jaycen Myart. The tech services assistant job announcement will be posted soon. The KEYS program is going well. We have many workers helping in various parts of the library. Summer Reading is going well and helping our circulation statistics. Mrs. Forquer gave a suggestion for the board member vacancy, he should be ready for the July meeting.

**Unfinished Business:** The supervisors' job descriptions were tabled last month. Ms. Burkes motioned to approve the job descriptions and Mr. Gall seconded. The board approved unanimously.

**New Business:** There were two new job positions and descriptions presented to the board. The positions are in the budget. Ms. Beasley explained they are currently assistant twos but these new descriptions move them to threes. Mr. Wade motioned to approve the positions and Ms. Brewer seconded. The board approved unanimously. A new hotspot policy was presented to the board. The Catholic Charities partnership request was given to the board. They are working to bring Hispanic programming to the library, so Mr. Bertrand encourages the board to approve them. Mr. Gall motioned to approve the partnership and Ms. Burkes seconded. Mr. Conway abstained, the remaining board approved unanimously. The job description for the library director was given to the board. Ms. Brewer motioned to approve the job description and Mr. Wade seconded; the board approved unanimously. The updated hot spot policy was given to the board; Ms. Hatcher motioned to approve the policy and Ms. Burkes seconded. The board approved unanimously. The Cards for Kids Act made a previous policy unnecessary. Mr. Wade approved the removal of the old policy and Ms. Burkes seconded. The board approved unanimously.

**Executive Session:** There was no executive session

Mr. Gall motioned to adjourn. The meeting ended at 7:00PM

Minutes respectfully submitted by Korie Worth.