

**Kankakee Public Library**  
201 East Merchant Street, Kankakee IL  
**Board of Trustees Meeting**  
**June 21, 2022**  
5:30pm – 3<sup>rd</sup> Floor Meeting Room  
**ORDER OF BUSINESS**

1. Call to Order/Roll Call (motion)
2. Minutes (motion)
  - a. May 17, 2022 meeting minutes
3. Public Comment (5 minute limit)
4. Communications
  - a. Library Director job vacancy
  - b. Community Foundation waiver
  - c. May 2022 statistics
  - d. Letter of retirement from Director Stephen Bertrand
5. Bills and Invoices (motion)
6. Financial Report
  - a. Review of library and Events Partnership budget and accounts
7. Director's Report
  - a. Budget
    - i. Final FY 22/23 budget proposal completed
    - ii. \$350,000 awarded in ARPA funds
    - iii. Conversation with Comptroller Elizabeth Kubal about ARPA and future library funding strategies
  - b. Personnel
    - i. Pamela Stampley began work in Adult Services as an Assistant II
    - ii. Jacen Myart began work in Support Services as an Assistant I
    - iii. Brianda Almanza began work in Support Services after promotion to an Assistant III: Lead Shelver
    - iv. Five KEYS summer youth employment program participants are working in the library
  - c. Building and Grounds
    - i. KEYS participants are helping clean the library under the direction of Roland Johnson
  - d. Programs
    - i. Youth and Adult Services summer reading has begun
  - e. Other
    - i. Alex Quezada's name has been sent to the Mayor for consideration as a new board member
8. Unfinished Business
  - a. Approval of the revised department supervisors' job descriptions (motion)
9. New Business
  - a. Catholic Charities partnership request (motion)
  - b. Approval of the revised Library Director's job description (motion)
  - c. Approval of the Youth Services Assistant III: Outreach and Teen Lead job description (motion)
  - d. Approval of the Youth Services Assistant III: Bill and Collection Notices job description (motion)
  - e. Revised hotspot circulation policy requiring a deposit after first device deactivation for lateness (motion)
  - f. Revised policy removing outdated student non-resident card policy (motion)
  - g. FY 22/23 final budget proposal (motion)
10. Executive session as needed (motion)
  - a. An executive session will not be needed
11. Adjournment (motion)

**NOTE: If you will be unable to attend, please call Mr. Bertrand at the Library 815.939.4564. Five members comprise a quorum; a quorum is necessary to conduct business.**