

**Kankakee Public Library September 20th, 2022
Board Meeting Minutes**

The meeting of the Kankakee Public Library Board of Trustees began at 5:29 p.m.

ROLL CALL

Present: Vena Burkes, Bruce Conway, Ruth Hatcher, Mike Gall, Michael Costanza, Bonnie Brewer arrived at 5:34 pm and Geraldine Adams arrived at 5:57pm

Absent: Kent Wade

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

Review of Minutes: The August minutes were reviewed. Ms. Burkes made a motion to approve the minutes with the correction of the date and Mr. Gall seconded the motion. The board approved the minutes unanimously. The September special meeting minutes were reviewed. Ms. Burkes motioned to approve and Mr. Costanza seconded; the board approved unanimously.

Public Comments: There was no public comment.

Communications: Mr. Bertrand announced Mr. Quezada's resignation from the board. A room waiver was approved for Project Sun. The library received the second property tax disbursement. Circulation statistics are staying steady.

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

Director's Report: Mr. Bertrand reported the following: The library has launched the sale of license plate stickers with much approval from the public. While working on the accounting for the sticker sales, a discovery was made related to the square income the library has received over the years. A portion of the money taken in for room rentals and fines and fees wasn't being distributed to the correct budget lines; therefore, it wasn't showing up on income reports. This caused Mr. Bertrand and Ms. Beasley to budget with less income than what the library really had. This ultimately landed in our reserve account and the board agreed to leave it there. A small portion of the 4th floor has a potential renter. Mr. Bertrand will keep the board informed as progress is made. Two new TV monitors have been purchased and installed in the Teen Zone. Circulation and the Youth Services departments are currently holding interviews for their open positions. The morale boosters held a fun spirit week for the departments. Ms. Greer had a successful corner jams and was featured in the newspaper. Ms. Beasley reported on a grant she is working on for musicfest. This would cover our previous festival but any money awarded would be used for MSMF 2023. She is working on this with the grant writing company from ECDA. She will keep the board updated when she hears back. Mr. Johnson will be working in collaboration with Ms. Graham-Wicks at the police department on an anti-violence program. This would be run similarly to PNG and any staff helping work on the project would be off the clock with the library.

Unfinished Business: Mr. Bertrand informed the board he had a brief conversation with Ms. Kubal at the city about the property tax situation.

New Business: Mr. Bertrand presented a policy to the board related to personal use of library equipment. Ms. Burkes motioned to approve the new policy and Ms. Adams seconded. The board approved unanimously. A policy relating to the circulation of new issues of magazines was also presented to the board. Mr. Gall motioned to approve and Mr. Costanza

seconded the motion. The board approved unanimously. Mr. Bertrand requested to close the library at noon on October 14th for the staff in-service day. Ms. Burkes motioned to approve the closing and Ms. Hatcher seconded. The board approved the closing unanimously.

Executive Session: Mr. Gall motioned to enter executive session and Ms. Adams seconded. The board entered executive session at 6:20 pm.

Mr. Gall motioned to adjourn; the meeting ended at 7:00 p.m.

Minutes respectfully submitted by Korie Worth.