

Kankakee Public Library
October 17, 2017
Board Meeting Minutes

The meeting of the Kankakee Public Library Board of Trustees met as scheduled at 5:30 p.m.

ROLL CALL

Present: Matt Olszewski, Bruce Conway, Sheila Donahue-Kramer, Mike Gall, Dr. Beth Patrick-Trippel and Ursula Wells.

Absent: Alia Lockett-Faulkner, Bob deOliveira and Patricia Santoyo-Marin.

Also present were: Stephen Bertrand, Library Director.

Review of Minutes: The September 2017 minutes were reviewed. A motion was made by Ms. Wells to approve the minutes and seconded by Mr. Conway. The minutes were approved unanimously.

Public Comments: There was no public comment.

Communications: A room waiver form by Chaquita Hogue was presented to the board. The motion to approve was made by Dr. Beth Patrick-Trippel and seconded by Sheila Donahue-Kramer. After discussion, the board determined that the organization that Ms. Hogue represented, CCRR, had sufficient income to cover room costs. The motion was denied by unanimous vote.

There were several notes of thanks to the staff and donations in communications. Mr. Bertrand talked about the particular generosity of genealogists.

Bills and Invoices: Mr. Bertrand was asked by Ms. Wells about funding for the employee staff development budget line. He explained that the budget line is supplemented by the sale of candy and soda to the staff. The replenishment of the candy and soda is paid for out of the same budget line, making it self-sufficient. Not tax dollars are used in that line.

Financial Report: Mr. Olszewski asked why the checks report no longer had descriptions for each check. Mr. Bertrand explained this seemed to be an error in the new QuickBooks online software. Mr. Bertrand said he would search for a solution.

Mr. Olszewski expressed concern that we will be short on our property tax income for the year because of the low amount received so far. Mr. Bertrand said he would look into it and report back next month. Mr. Olszewski also explained the tax sale process to the other board members.

Mr. Bertrand reported that city Comptroller Elizabeth Kubal was working on getting a check to the library through FirstTrust Bank that had been rejected because it had been errantly issued to the City of Kankakee.

Dr. Patrick-Trippel asked about a debit card charge to New Jersey for flowers. Mr. Bertrand explained that we had ordered flowers for a sick staff member via the FTD website.

Dr. Patrick-Trippel asked if the library is using all available tax exempt status that is available. Mr. Bertrand responded that we are.

Ms. Donahue-Kramer moved to accept the budget report. Mr. Gall seconded and the report was accepted unanimously.

Director's Report: Mr. Bertrand noted that Tech Processing supervisor Melissa Landis had saved money for the library through getting a deal on our online periodical subscriptions and DVD boxes.

Mr. Bertrand reported that Barb Nixon and Amelia Toronjo were leaving the library after long service.

Mr. Bertrand reported that the library has purchased a new version of TimeClock plus because the version being used is ten years old and wouldn't function with the newest windows version.

Mr. Bertrand informed that board that Assistant Director Allison Beasley had set a meeting with the Mayor to discuss a board being established for the Kankakee Events Partnership. It was suggested that each partnering organization suggest a member to attend the meeting. Dr. Patrick-Trippel volunteered to attend the meeting.

Mr. Bertrand described other items that were paid for out of the Supplemental Items and Services budget line. They included minor building improvements.

Unfinished Business:

There was no unfinished business.

New Business:

There was no new business.

Executive Session:

An executive session was needed to discuss specific personnel. A motion to go into executive session was made by Mr. Gall and seconded by Ms. Wells. The motions was approved unanimously. The board went into executive session at 6:05pm.

The board came out of executive session at 6:25pm.

A motion was made to adjourn by Ms. Donahue-Kramer and seconded by Mr. Conway. The motion was approved unanimously. The meeting adjourned at 6:26pm.

Minutes respectfully submitted by Stephen Bertrand.