

Kankakee Public Library
January 16, 2018
Board Meeting Minutes

The meeting of the Kankakee Public Library Board of Trustees met as scheduled at 5:35 p.m.

ROLL CALL

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

Absent: Alia Lockett-Faulkner

Also present were: Stephen Bertrand, Library Director; Allison Beasley, Assistant Director; Roland Johnson, Evening Supervisor/PNG Coordinator; Camille Rose, Youth Services Supervisor; and Mary Bass, Youth Services and PNG Assistant

Review of Minutes: The December 2017 minutes were reviewed. A motion was made by Ms. Donahue-Kramer to approve the minutes and seconded by Mr. Wade. The minutes were approved unanimously.

Public Comments: There was no public comment.

Communications: Mr. Johnson, Ms. Rose and Ms. Bass gave a presentation on Project Next Generation (PNG). PNG has been funded continuously since 2006. Throughout the years, the ages that were served ranged from 8 through 20. Last year, Mr. Johnson included Avis Huff students into the program. The project Mr. Johnson did last year was to have the PNG students interview veterans and it turned out to be very successful.

Mr. Wade commented on what a positive influence Mr. Johnson and Ms. Rose have had on the community, especially because of PNG. Ms. Donahue-Kramer commended Mr. Johnson and the program.

Bills and Invoices and Financial Report:

Mr. de Oliveira moved to accept the budget report. Mr. Wade seconded and the report and the Bills and Invoices were accepted unanimously.

Director's Report: Mr. Bertrand talked with Elizabeth Kubal, City comptroller, regarding property taxes. Ms. Kubal tried to request that the levy be higher but to no avail. Mr. Bertrand finished the Per Capita grant application. Mr. Bertrand thanked Ms. Donahue-Kramer, Mr. Olszewski and Ms. Wells for completing the Open Meetings Act online training session. Mr. Bertrand and Ms. Beasley are going through the process of updating the Business Office Manager/Administrative Assistant job description. Mr. Conway asked about a timeline for the job posting. Mr. Bertrand said the goal was to have it available within the next few weeks.

Unfinished Business:

There was no unfinished business.

New Business:

Mr. Bertrand proposed the library officially remove the mayor as a board member in the policy. The ordinance had been removed by city council some time ago, but was never officially voted on by the board and altered in the policy/by-laws. A motion was made by Mr. de Oliveira and was seconded by Mr. Conway. The motion was approved unanimously.

Mr. Bertrand presented the 2018 closing dates for the board's approval. A motion was made by Dr. Patrick-Trippel and seconded by Ms. Wells. The motion was approved unanimously.

Ms. Wells suggested some youth programming ideas that she and Mayor Wells-Armstrong had for children over Spring Break. Mr. Bertrand said he would take these suggestions to Ms. Rose, Youth Services Supervisor.

Executive Session:

No executive session was needed.

A motion was made to adjourn by Ms. Wells and seconded by Mr. de Oliveira. The motion was approved unanimously. The meeting adjourned at 6:20pm

Minutes respectfully submitted by Allison Beasley.