

**Kankakee Public Library March 16, 2021  
Board Meeting Minutes**

The meeting of the Kankakee Public Library Board of Trustees began at 5:32 p.m. via Zoom.

**ROLL CALL**

**Present:** Bruce Conway, Vena Burkes, Robert de Oliveira, Geraldine Adams, Gayle Schuldt, Mike Gall, Victoria Vruno, Kent Wade, Patricia Santoyo-Marin

**Absent:** None

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

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

**Approval of Room Waiver:** Mr. Bertrand reported he approved room waivers for an event sponsored by Mr. Kent Wade and another event sponsored by the Kankakee Black Chamber of Commerce.

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

**Communications:** The February library use statistics were presented to the board. Mr. Bertrand presented the room use statistics for February. The YouTube and FaceBook video watching is high but book circulation is still down after the COVID-19 crisis. Mr. Bertrand presented a survey describing what the Saturday hours are for the other area libraries are. The board intends to consider our library hours at a later date. Mr. Bertrand presented an email from SenSource Corporation describing a new people counter. The old one at the front door is failing. A quote will be presented at a future meeting for consideration by the board. Mr. Bertrand presented the answers he submitted to the State Library on the Per Capita Grant application form. The library administration and board will use the responses to improve the library's performance standards over the next year. Mr. de Oliveira asked how many years the library had left on the lease with Heritage Development. Mr. Bertrand answered that the lease ends in 2029. This question led to a conversation about what might happen when the lease expires.

**Bills and Invoices and Financial Report:** The board reviewed the bills and invoices for the month of February. Ms. Santoya-Marin asked about Square Incorporated activity in the Wertz fund account. Mr. Bertrand and Ms. Beasley informed the board that all credit card payments made to the library is managed by Square Incorporated and is initially deposited in the Wertz fund before being moved to the general fund. Ms. Schuldt moved to accept the bills as presented and Mr. de Oliveira seconded. The library bills were accepted unanimously.

**Director's Report:** Mr. Bertrand reported the following. A patron destroyed one of the decorative masks on the lions. A new one is being made to replace it. The library has been experiencing problems with sound in the auditorium. A technician from Plus One AV will provide us with an estimate of the cost to fix the problems. They will also advise us on doing live streaming. The library is introducing an urban literature special collection on the first floor. Candy Zoerner and Brianda Almanza have been hired to work in the Circulation department. Samantha Wilhoyt has been hired to work in the Technical Processing department. The NAACP candidates' forum took place last month and Adult Services hosted a Zoom based program called *Vintage Food Favorites by the Decades*. Ms. Beasley described the planning progress for MusicFest 2021.

**Unfinished Business:** There was no unfinished business.

**New Business:** The board was presented with a proposed change to the room rental policy. The new policy would limit some of the room use privileges afforded when fees are waived or free use is given to library partners. Some discussion about language used in the policy followed. Mr. Wade moved to accept the policy change and Ms. Schuldt seconded. The board voted unanimously to accept the amendment. Mr. Conway proposed that the meetings return to in-person at the June meeting should Covid-19 conditions allow.

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

Ms. Schuldt made a motion to adjourn. The meeting ended at 6:32 pm.

Minutes respectfully submitted by Stephen Bertrand.