President Bayer called the regular meeting of the Board of Trustees of Bradley Public Library District to order at 6:17 P.M, Wednesday, February 19, 2020

**Present:** Trustees Bayer, Benoit, Hendrickson, and Grace  
**Absent:** Ponton, Rodgers  
**Also present:** J. DePatis, Director

**APPROVAL OF MINUTES**  
Moved by Trustee Hendrickson, seconded by Trustee Grace, that

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MINUTES OF THE OF REGULAR MEETING OF  
January 15, 2020  
BE APPROVED AS SUBMITTED  

Motion carried by unanimous vote
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**PUBLIC COMMENT** - None

**TREASURER’S REPORT**  
Moved by Trustee Grace, seconded by Trustee Benoit, that

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TREASURER’S REPORT FOR JANUARY  
BE ACCEPTED AS SUBMITTED  

Motion carried by roll call vote of 4 ayes, 0 nays, 2 absent
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**VENDOR PAYMENTS**  
Moved by Trustee Bayer, seconded by Trustee Grace that:

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BILLS TOTALLING $43, 551.07  
ALLOWED AND PAID FOR JANUARY  
PAYMENT OF BILLS  

Motion carried by roll call vote of 4 ayes, 0 nays , 2 absent
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**DIRECTOR’S REPORT** - [copy attached hereto]  
34 new readers were registered and 6,390 items were issued in January.  
**Receipts:** $361.07: fines on overdue books; $267.00: fax; $ 708.15: copies; $22.00: lost/damaged;$155: fee cards; $31.50 other.  
**Expenses:** 71.22  

Moved by Trustee Hendrickson, seconded by Trustee Benoit that

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THE LIBRARY DIRECTOR’S REPORT  
FOR JANUARY BE ACCEPTED  

Motion carried by unanimous vote
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**DIRECTOR REPORT**  
**ACCEPTED**
Director DePatis stated the following:

**Building:**
- Carpets and VCT tiles were cleaned the weekend of January 18-21.
- Study table was repaired.
- 2 child sized bookshelf benches were installed in youth play area; they will act as a chair rail to protect the wall.
- Purchased 3 new booktrucks for the front desk. We were able to combine parts and add new wheels to salvage 2 broken carts for use in tech services.
- Outside building light on West side has been replaced and the floor outlet covers in the Drassler room were replaced with heavy duty brass covers.
- Replaced a bad smoke detector in the East Mechanical Room.

**Continuing Ed:**
- Director DePatis attended a Marketing and Community Partnerships webinar.
- Director DePatis, Allison Orvis, Marlena Kalafut and Olivia Koerner attended a webinar on How to Create Social Media Video on a Shoestring.
- Director DePatis, Marlena Kalafut, Olivia Koerner, and Marie Cowden attended a webinar on Census 2020 for the Front Line Library Staff.
- Allison Orvis is taking a class from University Of Wisconsin-Madison: “Reinvent Your Summer Library Program”.
- Director DePatis attended the January 30th Prairie Cat Delegates meeting and two Census Complete Committee Meetings remotely.
- Marlena Kalafut attended a webinar on Social Workers in Libraries.

**Legal and Reporting:**
- Director DePatis has completed her yearly OMA and FOIA training through the Illinois Attorney General’s Office.
- Annual certification from the Illinois State Library is completed.
- All W-2’s and 1099’s have been mailed out.

**Services:**
- Deb Boersma will be receiving her notary stamp within the next two weeks. Marlena Kalafut and Lori Gaytan should be ready within the next month.
- Summer Family Markets with the Northern Illinois Food Bank have been set for 5-7 PM on Wednesdays: June 17, July 15, and August 5.
- Library will set up laptop computers for Census takers.

**HR:**
- A staff member slipped and fell on January 23 and submitted a Worker’s Compensation claim. No serious injury and claim has been closed.
- Dennis Boersma has been hired on a temporary basis to act as Facilities Assistant while our regular Facilities Assistant is on an extended vacation.
- Jim Dewey has been relieved of his marketing duties and has been re-assigned to Circulation Clerk. Marketing duties are being placed back to the youth and info services departments.
- Circulation Clerk Job Description has been revised. Work continues on revising the remaining job descriptions.
- Staff evaluation forms have also been updated with input from the Department Coordinators.
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**Informational:**
Say Yes to the Prom Dress will be held on March 14 and 15.
A bill was received from Midland States Bank for a Safe Deposit Box. The library has never paid for a box before. Finding the keys to the box, Karen Bayer went to the bank to discover what was stored in the box: microfilm of past shelf lists of books. So the contents were retrieved and the box no longer belongs to the library.

**COMMITTEE REPORTS:**
Friends of the Library: funds: $1989.67. An email was sent to all members asking for donations for the Prom Dress event. Spring Book Sale dates have been set; Friends Preview will be April 30 5:30 -7:30 PM. Friday, May 1: 9-5:30 PM and Saturday, May 2nd 9AM – 1 PM. Next Friends meeting will be April 8 at 6:30 PM.

**UNFINISHED BUSINESS:**
Francis R. Wertz Trust project Update: FCA will fix the carpet in the conference room and other areas for under $500 on February 20th. Office furniture and shelves for info desk have been delivered and installed. Using a once-patron computer is now in use in Olivia’s office, and she has a phone installed as well. Total spent on this project and the benches is $63,568.57.
Trustee vacancy: a person who has shown interest will be given an informational packet. Statement of Economic Interests: nothing has been received yet.

**NEW BUSINESS:**
Francis R. Wertz Trust potential project: Drassler room AV system; Staff has been requesting a mounted projector and screen for programs and movies. The current technology that we have does not work with new components. A proposal was received from Ruder Technologies for this audio/visual system for $7,506.00. Discussion ensued.

Moved by Trustee Hendrickson and seconded by Trustee Grace to accept the proposal by Ruder Technologies for the Audio/Visual System for the Drassler Room.

*Motion carried by unanimous vote.*

Public use of the library policy: headphone price adjustment: Director DePatis has found a new headphone supplier that will cost the library $0.55. Current cost for purchase of headphones for patrons is 1.25. She suggests we reduce the cost to patrons to $1.00. Discussion.

Moved by Trustee Grace and seconded by Trustee Benoit to reduce the cost of headphones to patrons to $1.00.

*Motion passed unanimously.*

**Communication:** None

Trustee Hendrickson moved for adjournment at 6:53P.M.
Next Bradley Public Library District Board meeting will be held
Wednesday March 18, 2020 at 6:00 P.M.

Madonna Benoit
Secretary

Karen Bayer
Acting Recording Secretary