

February 19, 2020

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

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

**APPROVAL
OF MINUTES**

Motion carried by unanimous vote

PUBLIC COMMENT - None

TREASURER'S REPORT

Moved by Trustee Grace, seconded by Trustee Benoit, that

TREASURER'S REPORT FOR JANUARY
BE ACCEPTED AS SUBMITTED

**ACCEPT
TREASURER'S
REPORT**

Motion carried by roll call vote of 4 ayes, 0 nays, 2 absent

VENDOR PAYMENTS

Moved by Trustee Bayer, seconded by Trustee Grace that:

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

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

THE LIBRARY DIRECTOR'S REPORT
FOR JANUARY BE ACCEPTED

**DIRECTOR REPORT
ACCEPTED**

Motion carried by unanimous vote

February 19, 2020 page 2

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.

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.

February 19, 2020 page 4

*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