

January 15, 2020

President Bayer called the regular meeting of the Board of Trustees of Bradley Public Library District to order at 6:00 P.M, Wednesday, January 15, 2020.

**Present:** Trustees Bayer, Hendrickson, Ponton, and Grace

**Absent:** Rodgers and Benoit

**Also present:** J. DePatis, Director J. Ponton, Recording Secretary

President Bayer appointed Trustee Grace as acting secretary.

**APPROVAL OF MINUTES**

**Moved** by Trustee Bayer, seconded by Trustee Hendrickson, that

MINUTES OF THE OF REGULAR MEETING OF  
11/20/2019  
BE APPROVED AS SUBMITTED

**APPROVAL  
OF MINUTES**

*Motion carried by unanimous vote*

**APPROVAL OF MINUTES**

**Moved** by Trustee Hendrickson, seconded by Trustee Grace, that

MINUTES OF THE EXECUTIVE SESSION OF 11/20/19  
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 Ponton, that

TREASURER'S REPORT FOR NOVEMBER  
BE ACCEPTED AS SUBMITTED

**ACCEPT  
TREASURER'S  
REPORT**

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

**VENDOR PAYMENTS**

**Moved** by Trustee Bayer, seconded by Trustee Grace that:

BILLS TOTTALLING \$38,738.48  
ALLOWED AND PAID FOR NOVEMBER

**PAYMENT  
OF BILLS**

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

**Moved** by Trustee Ponton, seconded by Trustee Bayer that:

BILLS TOTTALLING \$34,192.67  
ALLOWED AND PAID FOR DECEMBER

**PAYMENT  
OF BILLS**

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

**DIRECTOR'S REPORT** - [copy attached hereto]

22 new readers were registered and 6,128 items were issued in November.

**Receipts:** \$567.55: fines on overdue books; \$264.00: fax; \$684.95: copies; \$109.25 other.

**Expenses:** \$181.40

**Moved** by Trustee Hendrickson, seconded by Trustee Grace that

THE LIBRARY DIRECTOR'S REPORT  
FOR NOVEMBER BE ACCEPTED

**DIRECTOR REPORT  
ACCEPTED**

*Motion carried by unanimous vote*

**DIRECTOR'S REPORT** - [copy attached hereto]

30 new readers were registered and 5,221 items were issued in December.

**Receipts:** \$511.39: fines on overdue books; \$195.00: fax; \$501.60: copies; \$47.00: lost/damaged; \$14.10 other.

**Expenses:** \$97.11

**Moved** by Trustee Hendrickson, seconded by Trustee Grace that

THE LIBRARY DIRECTOR'S REPORT  
FOR DECEMBER BE ACCEPTED

**DIRECTOR REPORT  
ACCEPTED**

*Motion carried by unanimous vote*

Director DePatis stated the following:

**Continuing Education:**

Marlena Kalafut completed 10 webinars ranging from technology to community involvement. Director DePatis attended a LACONI workshop entitled Marketing and Design Strategies for the Accidental Marketer on December 5<sup>th</sup>. She also attended the HR roundtable for libraries on December 19<sup>th</sup>.

**Legal:**

2020 meeting dates were published in the Daily Journal.

The availability of fiscal year 2018-2019 audit was published in the Daily Journal.

Fiscal year 2018 – 2019 annual receipts and disbursements report was filed with the County Clerk.

Replaced family restroom sign with new compliant non-gender sign.

New State and Federal labor poster has been displayed.

Director's and officers' liability insurance has been renewed.

**Grants:**

Fiscal year 2020 Per Capita Grant submitted to IL State Library along with fiscal year 2019 Per Capita Expenditures report. Received check for fiscal year 2019 Per Capita Grant in the amount of \$16,618.75

**Personnel:**

Hired Rozy Labriola for drama in Youth Services.  
Olivia Koerner returned from parental leave on January 13<sup>th</sup>.  
Marlena Kalafut promoted to Information Services assistant.

**Website/Email:**

Current provider shutting down in about April 2020. Potential providers have been narrowed down. Have chosen a free calendar application that will also accept registration.

**Computers:**

Repurposing existing computer for Olivia's office.  
Purchased new printers for Olivia and Director DePatis offices.  
Updating to Windows 10 is scheduled to begin.

**Office Construction:**

Construction began on December 9<sup>th</sup> and the majority of the work was completed by January 10<sup>th</sup>.  
Remaining work to be completed: carpet fixed, remaining door(should be here in a couple of days, and the phone lines.  
Furniture: conference room chairs are in, conference table is ordered, and office furniture arrives first week of February. The rest of the furniture will be existing furniture.

**COMMITTEE REPORTS:**

**Friends of the Library:** Did not meet.

**Legal:**

Legal Committee met on November 20, 2019 and reviewed the following items:  
Public Use of the Library:  
    Sec. 3 Finances Part1: Investment Policy  
    Sec. 4 Indemnification and insurance  
    Sec. 6 Building and Materials Part 3: Security Camera  
Operational policies sections 1-6 will be presented to the board in January. Bradley Public Library no longer abides by the Sunshine Policy so the rescinded policy will be submitted to the board for approval in January.  
There will be no legal committee meeting in January

**UNFINISHED BUSINESS:**

The construction of the conference room and study room for the Bradley Public Library is approaching completion.

Trustee were asked to consider candidates for the vacancy on the board.

**NEW BUSINESS:**

Trustee Grace completed the review of closed meeting minutes and **Moved** and seconded by Trustee Bayer to have the closed meeting minutes remain closed

*Motion carried by unanimous vote.*

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**Moved** by Trustee Bayer and seconded by Trustee Ponton to dispose of the closed meeting audio recordings with the following dates: 4/18/18, 3/21/18, 02/21/18, 09/20/17, and 09/21/16

*Motion carried by unanimous vote.*

Statements of Economic Interest will be coming shortly, therefore trustees are asked to watch for the email.

**Moved** by Trustee Bayer and seconded by Trustee Hendrickson to allow the Bradley Public Library to open late at 1:00PM quarterly not to exceed 4 times a year for staff training.

*Motion carried by unanimous vote*

**Communication:**

A thank you was received from the Bradley Public Library staff for the recognition party and the bonus that was received.

Trustee Hendrickson moved for adjournment at 6:40P.M.

*Next Bradley Public Library District Board meeting will be held  
Wednesday February 19, 2020 at 6:00 P.M.*

Kim Grace  
Acting Secretary

Judy Ponton  
Recording Secretary