

May 7, 2020

President Bayer called the special virtual meeting of the Board of Trustees of Bradley Public Library District to order at 6:07 P.M, Wednesday, May 7, 2020

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

**Absent:** None

**Also present:** J. DePatis, Director

**APPROVAL OF MINUTES**

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

MINUTES OF THE OF REGULAR MEETING OF  
February 19, 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 Bayer, that

TREASURER'S REPORT FOR JAN. & FEB.  
BE ACCEPTED AS SUBMITTED

**ACCEPT  
TREASURER'S  
REPORT**

*Motion carried by roll call vote of 6 ayes, 0 nays, 0 absent*

**VENDOR PAYMENTS**

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

BILLS TOTTALLING \$105,090.27  
ALLOWED AND PAID FOR FEBRUARY

**PAYMENT  
OF BILLS**

*Motion carried by roll call vote of 6 ayes, 0 nays, 0 absent*

**VENDOR PAYMENTS**

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

BILLS TOTTALLING \$32,570.10  
ALLOWED AND PAID FOR MARCH

**PAYMENT  
OF BILLS**

*Motion carried by roll call vote of 6 ayes, 0 nays, 0 absent*

**DIRECTOR'S REPORT**

No report due to the Bradley Public Library being closed.

Director DePatis stated the following:

Our last day open was March 17, did pickup lockers on March 18, then PrairieCat shut down the circulation system so we couldn't continue. It will likely be some time before RAILS begins delivery between the libraries again. Limited staff have been coming in to do cataloging, book drops, and maintenance including Marie, Jonalee, and Deb B.

Programming staff including Allison, Sarah, Marlana, Olivia, and Rozy have been working from home and putting together virtual programs (storytime, trivia, etc) and doing future program planning.

Other circulation staff have been doing webinars on customer service, reader's advisory, PrairieCat, etc.

All but 2 staff members and the 2 pages have completed the required annual Sexual Harassment

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training online. This is a new State requirement beginning in 2020.

Administration and programming teams have been meeting via Zoom.

I've been making plans, procedures, policies, postings, securing PPE and supplies, and attending a lot of Zoom meetings re: COVID-19.

We have given out a few temporary cards during our closure so people who didn't have library cards before can take advantage of our digital resources.

Annual sprinkler inspection has been completed.

Drassler room AV installation project is complete.

Email has been switched over to a new host and a temporary website put up. Weblinx, a company out of Oswego that has done several library websites we like, will be creating our new website which will take 3-4 months. We are behind on this project due to COVID-19 interruptions.

Staff and public computers have been updated to Windows 10.

We started receiving deliveries (UPS, FedEx) again 2 weeks ago.

We will still have a summer reading program, but it will be done virtually. Summer lunch program will continue with details TBD, but it will most likely be curbside through June 30.

Jill Wallace resigned her Youth Services Assistant position after her 6 month review.

We will be posting for a replacement soon.

There is a free trustee webinar entitled "Everything Library Trustees Need to Know During COVID-19" on May 14 from 2-4pm. Sign-up information will be emailed.

**COMMITTEE REPORTS:** No Meetings

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

Commercial and liability insurance policies have been renewed at a cost of \$14,161.00 which is a 15% increase over last year.

**Moved** by Trustee Bayer and seconded by Trustee Rodgers to accept the COVID-19 Response Plan Summary as presented with an anticipated limited opening on May 18, 2020

*Motion carried by roll call vote of 6 ayes, 0 nays, 0 absent*

**Moved** by Trustee Rodgers and seconded by Trustee Benoit to accept the FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

*Motion carried by roll call vote of 6 ayes, 0 nays, 0 absent*

**Moved** by Trustee Rodgers and seconded by Trustee Benoit to accept the FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

*Motion carried by roll call vote of 6 ayes, 0 nays, 0 absent*

**Moved** by Trustee Hendrickson and seconded by Trustee Rodgers to accept the COVID-19 Employee Expense Reimbursement Policy

*Motion carried by roll call vote of 6 ayes, 0 nays, 0 absent*

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**Communication:** None

Trustee Hendrickson moved for adjournment at 7:02P.M.

*Next Bradley Public Library District Board meeting will be held  
Wednesday May 20, 2020 at 6:00 P.M.*

Madonna Benoit  
Secretary

Judith Ponton  
Recording Secretary