

September 16, 2020

President Bayer called the regular meeting of the Board of Trustees of Bradley Public Library District to order at 6:01 P.M, Wednesday, September 16, 2020

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

Absent: none

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

APPROVAL OF MINUTES

Moved by Trustee Rodgers, seconded by Trustee Benoit, that

MINUTES OF THE PUBLIC HEARING OF 8/19/20
BE APPROVED AS SUBMITTED

Motion carried by unanimous vote

**APPROVAL
OF MINUTES**

APPROVAL OF MINUTES

Moved by Trustee Hendrickson, seconded by Trustee Rodgers, that

MINUTES OF THE OF REGULAR MEETING OF
08/19/2020
BE APPROVED AS SUBMITTED

Motion carried by unanimous vote

**APPROVAL
OF MINUTES**

PUBLIC COMMENT - None

TREASURER'S REPORT

Moved by Trustee Ponton, seconded by Trustee Rodgers, that

TREASURER'S REPORT FOR AUGUST
BE ACCEPTED AS SUBMITTED

Motion carried by roll call vote of 5 ayes, 0 nays, 0 absent

**ACCEPT
TREASURER'S
REPORT**

VENDOR PAYMENTS

Moved by Trustee Bayer, seconded3 by Trustee Benoit that:

BILLS TALLING \$32,387.92
ALLOWED AND PAID FOR AUGUST

Motion carried by roll call vote of 5 ayes, 0 nays, 0 absent

**PAYMENT
OF BILLS**

DIRECTOR'S REPORT

24 new readers were registered and 3,701 items were issued in August.

Receipts: \$726.38: fines on overdue books; \$122.63: fax; \$170.00: copies; \$213.35 lost/damaged; \$211.40: misc.: \$9.00

Expenses: \$63.43

Moved by Trustee Rodgers, seconded by Trustee Hendrickson that

THE LIBRARY DIRECTOR'S REPORT
FOR AUGUST BE ACCEPTED

Motion carried by unanimous vote

**DIRECTOR REPORT
ACCEPTED**

Director DePatis stated the following:

Website: Marketing team went over first mock-up of our new homepage and inside page. Just a few tweaks were suggested. Overall the design is very functional and attractive. This is phase 2 of the project. Once the mock-ups are approved, we will move on to getting all the internal pages completed which could take about 2 months.

Legal: The FY2021-22 Budget and Appropriations Ordinance has been published in the Daily Journal and filed with the Kankakee County Clerk. The Illinois Public Library Annual Report and ILLINET Annual Interlibrary Loan and Reciprocal Borrowing Report for FY2019-20 have been completed. The FY2019-2020 audit work has begun with the auditors completing their field work at the Library on September 16.

Maintenance: The American flag was replaced. The Drassler room A/C was fixed. Outside door locks fixed and glass for children's area outside window pane ordered. Several of the emergency lights have failed batteries. Since they are now 10 years old, the fixtures will be replaced as a more cost effective solution. A new revolving display has been installed to hold all of the non-fiction DVDs as we ran out of space on our metal shelving units.

Grants: Several items have been ordered for the Project Next Generation grant. We have started installing some of the items purchased for the children's area with our Community Foundation grant. We also received our Per Capita Grant check.

Continuing Education: Director DePatis attended a COVID-19 Q&A session with HR Source as well as the 8/27 HR Source Library Roundtable. Marlena Kalafut completed a Univ. of Wisconsin continuing education class on Social Workers in the Library. There was an all staff meeting on Aug. 28 where additional COVID-19 information was shared including charts on isolation and quarantine protocols. Supervisors were also given additional information on handling COVID-19 issues with employees.

Programming: Fall programs started September 14th with live virtual programs, recorded virtual programs, and limited in-person programs. In-person programs require advance registration which was opened up to Bradley Library patrons first before being opened up to the rest of the

area. In-person programs are taking place in the Drassler room to allow for better social distancing.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS:

COVID-19 Update

Two automatic hand sanitizers have been installed. One is by the entrance and one is where staff enter/exit the circulation desk. Valley Glass is installing glass shields around the corners of the circulation desk. The pod has been filled with soft seating which frees up room for meetings, programs, and staff work area. Additional tables have been ordered for the Drassler room to help with social distancing of meetings. When the pandemic is over, four of the six tables will be used in the children's art room. Letters have gone out to the groups who regularly used our meeting room pre-COVID outlining new rules for use including required masks, no food/drink, limits on attendance, and request to end meetings ½ hour before the Library closes to allow staff to clean tables and chairs. Since our in-person programming has been moved to the Drassler room, there were some groups whose regular meeting day and time are no longer available.

Trustees were reminded that there is now a vacancy for 2 trustees on the board.

NEW BUSINESS:

Moved by Trustee Rodgers and seconded by Trustee Benoit to approve the Levy of Taxes Ordinance 20-03 of the Bradley Public Library for the Fiscal Year 2021-2022.

Motion carried by roll call vote of 5 ayes, 0 nays, 0 absent

The annual report for the fiscal year 2019-2020 was distributed for each trustee to review.

The trustees up for re-election are Trustee Bayer, Hendrickson and Ponton. Each trustee will need to obtain 35 signatures and return form to Director DePatis in December to be eligible to run.

Moved by Trustee Bayer and seconded by Trustee Hendrickson to adopt the personnel policy update Sec. 5: Compensation and Benefits, Pt. 4 Sunday Pay.

Motion carried by roll call vote of 5 ayes, 0 nays, 0 absent

Moved by Trustee Rodgers and seconded by Trustee Hendrickson to add the bylaws addition, Article 4: Meetings, Sec. 11: Electronic meetings

Motion carried by roll call vote of 5 ayes, 0 nays, 0 absent

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The director evaluation forms were distributed to each trustees to complete and return to Trustee Bayer by October 9th.

Communication: None

Trustee Hendrickson moved for adjournment at 6:51PM.

*Next Bradley Public Library District Board meeting will be held
Wednesday October 21, 2020 at 6:00 P.M.*

Madonna Benoit
Secretary

Judith Ponton
Recording Secretary