

October 21, 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, October 21, 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 Hendrickson, seconded by Trustee Rodgers, that

MINUTES OF THE OF REGULAR MEETING OF
09/16/2020
BE APPROVED AS SUBMITTED

**APPROVAL
OF MINUTES**

Motion carried by unanimous vote

PUBLIC COMMENT - None

TREASURER’S REPORT

Moved by Trustee Rodgers, seconded by Trustee Benoit, that

TREASURER’S REPORT FOR SEPTEMBER .
BE ACCEPTED AS SUBMITTED

**ACCEPT
TREASURER’S
REPORT**

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

VENDOR PAYMENTS

Moved by Trustee Bayer, seconded³ by Trustee Rodgers that:

BILLS TOTTALLING \$35,814.41
ALLOWED AND PAID FOR SEPTEMBER

**PAYMENT
OF BILLS**

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

DIRECTOR’S REPORT

25 new readers were registered and 4,315 items were issued in September.

Receipts: \$1,744.50: fines on overdue books; \$872.05: fax; \$255.00: copies; \$320.95 lost/damaged; \$93.00: non-resident; \$155.00 misc.: \$46.50

Expenses: \$91.79

Moved by Trustee Rodgers, seconded by Trustee Benoit that

THE LIBRARY DIRECTOR’S REPORT
FOR SEPTEMBER BE ACCEPTED

**DIRECTOR REPORT
ACCEPTED**

Motion carried by unanimous vote

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Director DePatis stated the following:

DVD repair machine has been sent in for cleaning and refurbishing.

FY2021-22 and 2% building maintenance levies were filed with the Kankakee County Clerk.

Weblinx has finished requested changes to the initial mock-ups and will be moving forward with creating all the internal pages.

A trustee wanted post has been made to Facebook and flyer posted at the Library.

Paperwork for the state's CURE program which reimburses certain COVID-19 expenses has been completed. Reimbursements can now be requested.

Project Next Generation grant quarterly report and \$7,216.04 reimbursement request completed.

Equipment ordering continues with programs for teens starting in September and for grade school students starting in October.

Director DePatis completed 2 webinars on Supervising Remote Workers and Personality Test for Staff Development. Marlina Kalafut completed a 4 week course on social workers in the library.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS:

COVID-19 Update

Valley Glass Company installed the glass partitions on the corners of the circulation desk. The 6 additional tables for the meeting room have arrived. There are 8 groups so far that are regularly using the meeting rooms.

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

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.

NEW BUSINESS:

Fiscal year 2019-2020 audit has not been completed.

Moved by Trustee Hendrickson, seconded by Trustee Rodgers to approve the changes to Sec. 3 Circulation of Materials, Part 2 Fines Raising fine cap from \$5.00 to \$10.00 before library privileges will be denied.

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

Moved by Trustee Bayer and seconded by Trustee Rodgers to approve that the library will be closed on November 3, 2020 (Election Day).

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

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Moved by Trustee Bayer and seconded by Trustee Rodgers to close the library for a staff in-service day in January or February of 2021 at the discretion of the director

Motion carried by unanimous vote

As part of the per capita requirements, each trustee was given a packet to be reviewed according to the accompanying calendar. Chapters/Area for review will be discussed at subsequent board meetings.

Communication: None

Moved by Trustee Bayer and seconded by Trustee Rodgers to go into Executive Session to discuss the director's evaluation at 6:35 P.M.

Motion carried by unanimous vote

President Bayer declared the Executive session to be concluded at 6:46PM

Moved by Trustee Rodgers, seconded by Trustee Bayer, to award Director DePatis a 2.0% salary increase as discussed in the Executive session.

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

Trustee Hendrickson moved for adjournment at 6:48PM.

*Next Bradley Public Library District Board meeting will be held
Wednesday November 18, 2020 at 6:00 P.M.*

Madonna Benoit
Secretary

Judith Ponton
Recording Secretary