

November 18, 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, November 18, 2020

Present: Trustees Bayer, Hendrickson, Rodgers and Ponton

Absent: Benoit

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

President Bayer appointed Trustee Rodgers as Acting Secretary.

APPROVAL OF MINUTES

Moved by Trustee Rodgers, seconded by Trustee Bayer, that

MINUTES OF THE OF REGULAR MEETING OF
10/21/2020
BE APPROVED AS SUBMITTED

**APPROVAL
OF MINUTES**

Motion carried by unanimous vote

Moved by Trustee Hendrickson, seconded by Trustee Rodgers, that

MINUTES OF THE OF EXECUTIVE MEETING OF
10/21/2020
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 Ponton, that

TREASURER'S REPORT FOR OCTOBER .
BE ACCEPTED AS SUBMITTED

**ACCEPT
TREASURER'S
REPORT**

Motion carried by roll call vote of 4 ayes, 0 nays, 1 absent

VENDOR PAYMENTS

Moved by Trustee Bayer, seconded by Trustee Rodgers that:

BILLS TOTALLING 46,693.77
ALLOWED AND PAID FOR OCTOBER

**PAYMENT
OF BILLS**

Motion carried by roll call vote of 4 ayes, 0 nays, 1 absent

DIRECTOR’S REPORT

19 new readers were registered and 4,228 items were issued in October.

Receipts: \$1,171.33: fines on overdue books; \$210.68: fax; \$236.00: copies; \$395.15 lost/damaged; \$18.00: non-resident; \$310.00 misc.: \$1.50

Expenses: \$63.79

Moved by Trustee Hendrickson, seconded by Trustee Rodgers that

THE LIBRARY DIRECTOR’S REPORT
FOR OCTOBER BE ACCEPTED

Motion carried by unanimous vote

**DIRECTOR REPORT
ACCEPTED**

Director DePatis stated the following:

Maintenance: HVAC preventative maintenance has been completed by Precision Piping. Republic Services fees have been negotiated down by \$137/month for a \$1,600 yearly savings. There will be an extra cleaning the night of November 3rd due to the Library being a polling place. The SMART board has been recycled due to software not being compatible with current computers.

Programming: We have moved back to virtual only programming due to increased COVID mitigation throughout the state. The Great Pumpkin Hunt program had 79 participants. T-Rexplorers was so popular that we added a second afternoon show and had 100 participants which was the max we could seat with social distancing.

Grants: The PNG grant for teen tech has received the 1st reimbursement check for \$7,216.04. The rest of iPads have been ordered along with the Spheros and Little Bits. The Library received 2 grants through the Illinois State Library. The first PPE grant, entitled Safe and Sanitized, is for \$481 and will fund the purchase of a UV light sanitizing wand and several rolling bins for materials quarantine. The second Digital Network Access grant, entitled Operation Increase Network Performance, is for \$7,175 and will fund the purchase of 2 firewalls, 5 dual-band Wi-Fi access points, and 3 8-port switches to increase network and WiFi access for both patrons and programs.

Legal: The Treasurer’s bond of \$450,000 has been renewed.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS:

COVID-19 Update

The Bradley Public Library has resumed curbside pickup with the library being closed to library patrons.

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

November 18, 2020 – page 3

need to obtain 35 signatures and return forms to Director DePatis starting December 14th thru December 21st to be eligible to run.

Moved by Trustee Rodgers, seconded by Trustee Bayer to close the Bradley Public Library on Saturday, Nov.28th, Saturday, Dec. 26th and Saturday, Jan 2nd.

Motion carried by roll call vote of 4 ayes, 0 nays and 1 absent

Fiscal year 2019-2020 audit will be completed by the January meeting..

Per capita grant requirements for Chapter 1, 2, and 3 are as follows: redo mission statement, strategic plan, succession plan for administrative positions and job descriptions.

NEW BUSINESS:

Moved by Trustee Rodgers, seconded by Trustee Ponton to accept Resolution 20-01 Meeting Times for Calendar Year 2021 for the Bradley Public Library District

Motion carried by roll call vote of 4 ayes, 0 nays and 1 absent

Moved by Trustee Ponton and seconded by Trustee Hendrickson to issue a bonus to all employees in the amount of \$75.00.

Motion carried by roll call vote of 4 ayes, 0 nays, 1 absent

The Bradley Public Library has decided to not participate in the Bradley Lighted Christmas parade.

Director DePatis is planning on having the carpet/floor maintenance performed during the Martin Luther King weekend.

Director DePatis is to develop an update to the personnel policy Sec. 4 Work Week, Pt 4: Inclement Weather

Moved by Trustee Bayer and seconded by Trustee Rodgers to change the COVID-19 Employee Expenses Reimbursement from \$25(full time) and \$10(part time) to \$15 and \$5 for telephone and internet expenses.

Motion carried by unanimous vote

Moved by Trustee Bayer and seconded by Trustee Hendrickson to cancel the December board meeting.

Motion carried by unanimous vote

Communication: None

Trustee Hendrickson moved for adjournment at 7:48PM.

November 18, 2020 – page 4

*Next Bradley Public Library District Board meeting will be held
Wednesday January 20, 2021 at 6:00 P.M.*

Cathy Rodgers
Acting Secretary

Judith Ponton
Recording Secretary