

January 20, 2021

President Bayer called the regular meeting of the Board of Trustees of Bradley Public Library District to order at 6:03 P.M, Wednesday, January 20, 2021

Present: Trustees Bayer, Hendrickson, Benoit, and Ponton

Absent: Rodgers

Also present: J. DePatis, Director and J.Ponton, Recording Secretary, Brendan Diamond, potential trustee.

APPROVAL OF MINUTES

Moved by Trustee Rodgers, seconded by Trustee Bayer, that

MINUTES OF THE OF REGULAR MEETING OF
11/18/20
BE APPROVED AS SUBMITTED

**APPROVAL
OF MINUTES**

Motion carried by unanimous vote

PUBLIC COMMENT - None

TREASURER'S REPORT

Moved by Trustee Ponton, seconded by Trustee Benoit, 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, 1 absent

VENDOR PAYMENTS

Moved by Trustee Bayer, seconded by Trustee Ponton that:

BILLS TOTALLING \$41,350.56
ALLOWED AND PAID FOR NOVEMBER

**PAYMENT
OF BILLS**

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

NDOR PAYMENTS

Moved by Trustee Ponton, seconded by Trustee Benoit that:

BILLS TOTALLING \$32,382.42
ALLOWED AND PAID FOR DECEMBER

**PAYMENT
OF BILLS**

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

DIRECTOR'S REPORT

7 new readers were registered and 3,382 items were issued in November.

Receipts: \$125.70: fines on overdue books; \$128.00: fax; \$166.20 copies; \$29.25 misc.

Expenses: \$3.48

Moved by Trustee Hendrickson, seconded by Trustee Benoit that

THE LIBRARY DIRECTOR'S REPORT
FOR NOVEMBER BE ACCEPTED

Motion carried by unanimous vote

**DIRECTOR REPORT
ACCEPTED**

0 new readers were registered and 2,289 items were issued in December.

Receipts: \$61.36: fines on overdue books; \$1.00: fax; \$20.35 copies; \$155.00: Non-resident; \$21.25 misc.

Expenses: \$37.86

Moved by Trustee Hendrickson, seconded by Trustee Benoit that

THE LIBRARY DIRECTOR'S REPORT
FOR DECEMBER BE ACCEPTED

Motion carried by unanimous vote

**DIRECTOR REPORT
ACCEPTED**

Director DePatis stated the following:

Legal: The 2021 Board meeting dates have been published in The Daily Journal. The FY2019-20 Annual Receipts and Disbursements report was filed with the Kankakee County Clerk.

The Director's and Officer's Liability insurance was renewed at \$1,345 with no increase over the previous year.

Grants: The contracts for the PPE and Digital Divide grants have been signed and returned to the Illinois State Library .

The Project Next Generation Grant reports have been completed. Our second reimbursement amount of \$8,008.14 has been received. With the order of a Glowforge, there is \$216 of grant money remaining to spend.

CURE reimbursement funds for COVID-19 expenses has been requested through the DCEO.

The FY2019-20 erate reimbursement request was made and \$13,399.34 received.

Continuing Education: Jodie DePatis attended the December RAILS update and ATLAS Liv 'n Color presentation on diversity in the workplace. The Administrative team attended 2 workshops on communication from the LMCC marketing conference. Marie Cowden, Olivia Koerner, Allison Orvis, Marlena Kalafut, Katelyn Norton, and Jodie DePatis all watched a variety of workshops recorded at the 2020 ILA Annual Conference.

Programs: After Northern Illinois Food Bank put out a call for additional food distribution sites, we applied for and were accepted for the cold supper and snack program for children 18 and under. Before we were able to start the program, four staff members that were trained for the summer lunch program attended a Zoom refresher training with 4 more staff members to be

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trained by the end of January. We started the drive-through program on January 4, 2021 and serve from 4:30-6:00pm Monday-Friday. This program will continue through mid-May. We started with 30 meals and quickly had to increase the number as we have been getting between 49-67 participants each day.

Misc: Bradley Public Library joined the PrairieCat group purchase of a library app. Each participating library has their own landing page. Marketing for the app will start as soon as staff have had a chance to familiarize themselves with it.

The adult biographies are being pulled out of their subject areas and are being shelved together again. In the Youth section, the picture books are in the process of being sorted into subjects ahead of the moved to face out bin shelving.

The carpet cleaning and VCT tile maintenance was completed over the weekend of January 16- Volunteer Dave Bayer also completed the repainting of the Drassler room in early January.

COMMITTEE REPORTS: None

UNFINISHED BUSINESS:

COVID-19 Update

The Bradley Public Library has resumed regular library hours. Meeting room changed from tier 3 to tier 2 – limit to 10 people.

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 has submitted the required to run for the April 2021 election.

Fiscal year 2019-2020 audit was distributed to each trustee. Each trustee was asked to review the audit and if they have any questions, please email Director DePatis with the questions.

Disaster plan needs to be redone in order to meet the per capital grant requirements.

Moved by Trustee Benoit, seconded by Trustee Hendrickson to accept the changes to the Personnel Policy Sec. 4: Work Week, Pt. 4 Inclement Weather

Motion carried by unanimous vote

NEW BUSINESS:

Moved by Trustee Benoit, seconded by Trustee Ponton that the minutes from the closed meetings remain closed.

Motion carried by unanimous vote

Statements of Economic Interest will be to your library email in February or March.

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Moved by Trustee Ponton, seconded by Trustee Benoit to the extension to the Personnel Policy Sec. 4: Work Week, Pt. 4 Inclement Weather due to COVID-19

Motion carried by unanimous vote

Communication: A thank you card was received from the Bradley Public Library staff for the holiday bonus that the board gave them.

Trustee Hendrickson moved for adjournment at 6:50PM.

*Next Bradley Public Library District Board meeting will be held
Wednesday February 17, 2021 at 6:00 P.M.*

Madonna Benoit
Secretary

Judith Ponton
Recording Secretary