

April 21, 2021

President Bayer called the regular meeting of the Board of Trustees of Bradley Public Library District to order at 6:05 P.M., Wednesday, April 21, 2021.

Trustee Rodgers was appointed Secretary for this meeting.

Present: Trustees Bayer, Diamond, Hendrickson, Rodgers,

Absent: Benoit, Ponton

Also present: J. DePatis, Director , Anna Datillo, Lucson Edme (6:15)

TRUSTEE APPOINTMENT AND SWEARING IN

Moved by Trustee Bayer and seconded by Trustee Rodgers to appoint Lucson Edme to fulfill the first 2 years of a six- year term previously held by Kim Grace. He will run for the remaining 4 years of this position in 2023.

Motion carried by a roll call vote of 4 ayes, 0 nays, 2 absent

APPROVAL OF MINUTES

Moved by Trustee Hendrickson, seconded by Trustee Diamond that

MINUTES OF THE REGULAR MEETING OF

2/17/2021

BE APPROVED AS SUBMITTED

Motion carried by unanimous vote

**APPROVAL
OF MINUTES**

Moved by Trustee Rodgers, seconded by Trustee Hendrickson that

MINUTES OF THE REGULAR MEETING OF

3/17/2021

BE APPROVED AS SUBMITTED

Motion carried by unanimous vote

**APPROVAL
OF MINUTES**

PUBLIC COMMENT - None

TREASURER'S REPORT

Moved by Trustee Bayer, seconded by Trustee Rodgers, that

TREASURER'S REPORT FOR MARCH

BE ACCEPTED AS SUBMITTED

Motion carried by roll call vote of 5 ayes, 0 nays, 2 absent

**ACCEPT
TREASURER'S
REPORT**

VENDOR PAYMENTS

Moved by Trustee Bayer, seconded by Trustee Diamond that:

BILLS TALLING \$ 36,006.45

ALLOWED AND PAID FOR MARCH

Motion carried by roll call vote of 5 ayes, 0 nays, 2 absent

**PAYMENT
OF BILLS**

DIRECTOR'S REPORT:

17 new readers were registered and 4,616 items were issued in March.

Receipts: \$317.18: fines on overdue books; \$235.00: fax; \$442.45 copies; \$21.00 lost/damaged; non-resident cards: \$155.00; misc: \$7.00

Expenses: \$53.35

Director DePatis stated the following:

Continuing Education: At the staff in-service on March 19, all staff in attendance completed the annual sexual harassment training. Marie Cowden and Jodie DePatis attended a LACONI Fraud Awareness webinar. Olivia Koerner, Allison Orvis, and Jodie DePatis all attended the ILA Marketing Mini Conference online on April 16. Jodie DePatis was one of 4 panelists for a Northern Illinois Food Bank summer food program webinar.

Legal: Trustee updates have been sent to the Illinois State Library and Kankakee County Clerk. We have received the abstract of votes from the Kankakee County Clerk which declares Connie Hendrickson, Karen Bayer, and Judy Ponton as winners in the April 6 Consolidated Election.

Personnel: Interviews for a PT position have been completed and an offer will be made later this week. Youth Services Assistant Katelyn Norton has resigned to take a FT position at another organization. This 30-hour position will be posted shortly.

Grants: The FY2021-22 e-rate application has been completed. The low bidder for Internet service was AT&T. The quarterly reports for the PNG and Digital Network grants were completed. All of the PNG grant money has now been spent. For the Digital Network grant, 2 firewalls and 2 Wi-Fi access points have been ordered.

Programs: Youth Services takes May off of programming to get ready for summer reading programs. Chicken eggs are here. Expected hatch date is May 10th. Final NIFB virtual monitor visit for the youth food program was completed on March 31. The Pop-up Prom Dress events were a success with over 60 dresses being chosen. Only 2 people left without a dress.

Participants came from as far away as Milford although most were from the immediate area.

Maintenance: Annual fire alarm inspection and testing is complete. Roof inspection and fire sprinkler inspections have been scheduled. An expected replacement schedule for HVAC systems will be completed along with spring preventative maintenance. Dennis has been working on cleaning up the landscaping and will be fixing the retaining wall near the alley and rock area along North Street this summer.

Misc: Work is continuing on the new website. Interior pages have been created and we are working on content for those pages.

Trustees: Upcoming trustee education programs include: RAILS Trustee Networking event on May 11 on Strategic Planning for Trustees which will be recorded, and ATLAS Trustee Day 2021 on May 22. More information is available on the RAILS website accessible with L2 login information. Trustees only have to complete the Open Meetings Act training through the Illinois Attorney General one time at the beginning of their first appointed or elected term.

April 21, 2021 page 3

Moved by Trustee Rodgers, seconded by Trustee Edme that

THE LIBRARY DIRECTOR'S REPORT
FOR FEBRUARY BE ACCEPTED

**DIRECTOR REPORT
ACCEPTED**

Motion carried by roll call vote of 5 ayes, 0 nays, 2 absent

COMMITTEE REPORTS: None

UNFINISHED BUSINESS:

Digital Media Marketing Update: Anna Datillo reported they were in week 8 of the 10 week program. It has been established what is to be done, when it is to be done and by whom. Statistics show a great increase of the number of people contacted by the library's media presence. Plans are in the works to leave the team ready for Summer Reading.

COVID-19 Update: The CDC/RAILS stated that there is no need to quarantine books. In April, computers may be used for 2 hour periods with no reservations required; some seating at tables will be available, but some chairs will remain in storage. Study rooms are not being used, but the Drassler and Conference rooms are being used. In May, books will be returned in the library instead of only the outside book drop.

Statements of Economic Interests have all been filed.

NEW BUSINESS:

2020 Tax Computation Report: The library received the full FY 21-22 levy amount requested.

COMMUNICATIONS: none

Trustee Hendrickson moved for adjournment at 6:50PM.

*Next Bradley Public Library District Board meeting will be held
Wednesday May19, 2021 at 6:00 P.M.*

Cathy Rodgers
Acting Secretary

Karen Bayer
Acting Recording Secretary