

Bradley Public Library
Board of Trustees
Regular Meeting – September 15, 2021
Drassler Meeting Room

President Bayer called the meeting to order at 6:01 p.m.

Trustees Present: Karen Bayer, Brendan Diamond, Lucson Edme,
Connie Hendrickson, Jonathan Shinabarger

Trustees Absent: Madonna Benoit, Terri Jones

Also Present: Jodie DePatis, Director, Marie Cowden, Recording Secretary

APPROVAL OF MINUTES:

Trustee Diamond made a motion to accept the minutes of the August 18, 2021 Regular Library Board meeting. Trustee Hendrickson seconded the motion. Motion carried by unanimous vote.

PUBLIC COMMENT: None

FINANCIAL REPORT AND APPROVAL OF VENDOR PAYMENTS:

Trustee Bayer made a motion to accept the Treasurer's Report as submitted and to accept Vendor Payments in the amount of \$38,713.95 for the month of August 2021. Trustee Shinabarger seconded the motion. Motion carried by unanimous vote.

DIRECTOR'S REPORT:

(Statistical Report Attached)

Director DePatis stated the following:

- **LEGAL:** FY 2022-23 Budget and Appropriations Ordinance has been published in the Daily Journal and filed with the Kankakee County Clerk. The FY2020-21 Illinois Public Library Annual Report and FY2020-21 ILLINET Interlibrary loan Report have been filed with the Illinois State Library.
- **FINANCES:** The Treasurer's Bond has been renewed for \$450,000 at a cost of \$555.00. The FY2020-21 audit has been started with SKDO visiting the Library on September 8 to review files.
- **TECHNOLOGY:** New website is nearing completion. Content has been added and we are in the process of checking everything and making adjustments. We have been cleaning out the technology storage areas and recycling old computers and accessories that are no longer useful and cannot be updated.
- **PR:** Work is continuing on a new Library logo. We are in the process of making some adjustments to the proposed logo and are very excited.
- **GRANTS:** The erate FY2021-22 start of service form has been completed. We received the Per Capita Grant check in the amount of \$19,610.13. Project Next Generation 2021 grant final reports have been completed.

- **HR:** Director DePatis attended the Aug. 19 Library HR Roundtable with HR Source. Kathy Lake has been rehired as a Circulation Clerk after her retirement earlier this year.
- **PROGRAMS:** August is the month where programmers reset, clean up, and prepare for the fall programming session. There were a few pop-up youth programs and regular adult programs during August. The fall programming session began Sept. 13th with both in-person and outside programming taking place. The Youth Department has a full schedule for babies through high school students and is offering more programs than other area libraries. When possible, we are adding additional classes when waiting lists get too long. COVID precautions are being taken seriously and all programming has been adjusted to be as safe as possible including holding programs outside where possible, limiting the number of participants, and using larger spaces to encourage social distancing. Youth Coordinator Allison Orvis has had parents contact her about COVID concerns and thank her for all her department has done to make them feel safe enough to attend in-person library programming.
- **FINE FREE:** Announcements were made via Facebook, Instagram, library website, library signs and handouts, and press release to the Daily Journal. We were mentioned in the Sept 6 edition of the ILA Alert as well. Old fines on Bradley Library cardholders have been waived. Patrons have been very appreciative of the decision to go fine free.

COMMITTEE REPORTS:

- **Friends of the Library Liaison:** Trustee Bayer reported that the August book sale was a success and brought in approximately \$1,100 in sales which was the most of any past sale. Discovery Books took books that did not sell for recycling purposes. The week of October 13th is Friends week and the focus will be on encouraging new members to join. Next year's plan is to coordinate with Teen Tech class to design t-shirts for sale. Friends purchased Legos to support the Lego class in designing their projects for their Lego Challenge. The next Friends meeting will be in November 2021.

UNFINISHED BUSINESS:

- **Coronavirus Re-Opening Plan Update:** Due to Kankakee County having substantial cases of COVID-19, all staff and patrons are required to wear masks in the library. The Library will continue to follow state mandates.
- **Mortgage Refinance:** Director DePatis stated that after the audit is completed area banks will be contacted to submit proposals. The audit should be completed by the end of September 2021.

NEW BUSINESS:

- **Security camera system replacement:** Director Depatis stated that the security cameras were no longer functioning. Midwest Integrated Solutions originally installed them approximately 10 years ago. The cost of a new camera system installed by the same

company is \$2,985.00. Trustee Hendrickson made a motion to accept and Trustee Lucson seconded. Motion carried by roll call of 5 ayes, 0 nays, 2 absent.

- **FY2022-23 Levy Ordinance (21-03)**: Director DePatis stated that the Finance Committee had met in July 2021 and based on their budgeting calculations, a 4.9% levy ordinance would be requested. Trustee Diamond made a motion to approve the levy ordinance and Trustee Lucson seconded. Motion carried by roll call of 5 ayes, 0 nays, 2 absent.
- **FY2020-21 Annual Report Review**: (Report Attached) Director DePatis presented the report and noted the comparison of number of visitors, circulation statistics, and programs from the previous year (FY2019-20). Statistics for these areas trended down due to COVID-19; however, electronic formats showed an increase in use over the past 2 years.
- **Per Capita Grant Educational Requirements**: Director DePatis presented Trustees with checklist and asked them to review before the October meeting. The Introduction to Chapter 6 will be completed in October and Chapters 7 through 13 in November. Final application due in January 2022.

EXECUTIVE SESSION:

At 6:40 p.m. President Bayer made a motion to go into Executive Session for the purpose of Employment of specific employee(s): Director evaluation and salary. Trustee Diamond seconded the motion. Motion carried by unanimous vote.

At 7:05 p.m. President Bayer declared Executive session concluded and meeting returned to open session.

- **Employment Of Specific Employee(s)**: Director DePatis evaluation and an increase of 8.5% increase in salary discussed. Trustee Hendrickson made a motion to accept and Trustee Diamond seconded. Motion carried by roll call of 5 ayes, 0 nays, 2 absent.

COMMUNICATIONS/CORRESPONDENCE: None

ADJOURNMENT:

At 7:07 p.m. Trustee Hendrickson made a motion to adjourn. Trustee Bayer seconded the motion. Motion carried by unanimous vote.

The next regularly scheduled board meeting will be Wednesday, October 20, 2021 at 6:00 p.m.

Respectfully Submitted,

Jonathan Shinabarger
Acting Secretary

Marie Cowden
Recording Secretary

