

Bradley Public Library  
Board of Trustees  
Regular Meeting – October 20, 2021  
Drassler Meeting Room

President Bayer called the meeting to order at 6:04 P.M.

**Trustees present:** Karen Bayer, Madonna Benoit, Brendan Diamond, Lucson Edme, Connie Hendrickson, Jon Shinabarger

**Trustee absent:** Terri Jones

**Also present:** Jodie DePatis, Director, Tim Hendrickson (6:40 P.M.)

**Approval of Minutes:**

Trustee Hendrickson made a motion to accept the minutes of the September 15, 2021 Regular Library Board meeting. Trustee Shinabarger seconded the motion. Motion carried by unanimous vote.

Trustee Diamond made a motion to accept the minutes of the September 15, 2021 Executive Session. 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 the Vendor Payments in the amount of \$42,381.90 for the month of September. Trustee Diamond seconded the motion. Motion carried by unanimous roll call vote.

**DIRECTOR'S REPORT:**

(Statistical Report attached.)

Director DePatis stated the following:

**Library information:**

Kathy Washington is our new part-time circulation clerk. The Library received one FOIA request

**Building and Maintenance:** Exit signs have been replaced. The new security camera installation is complete.

**Continuing Education:**

Online notary training was attended by 5 staff members. Director DePatis attended HR Roundtable, RAILS membership meeting and a RAILS Facilities meeting. Website training was attended by Barbara Dubravec, Olivia Koerner, Director DePatis, and Allison Orvis. Biblioboard training was attended by Director DePatis, Olivia Koerner, and Marlena Kalafut.

**Grants:** Project Next Generation 2022 first quarterly report completed with ISL grant monitor call on 10/8. Digital Network Access 2021 final report was completed. The library received an ISL grant titled Tech to Go in the amount of \$17,174 to purchase 5 Chromebooks and 5 laptops with WiFi Hotspots, a portable document scanner, a portable cd/dvd drive, and 25 kids' tablets with preloaded apps and no internet needed.

**Marketing:**

The new logo has been finalized.

**Programs:**

We had 12 successful blood donations at the September Blood Drive. Catholic Charities had 16 guests at their craft program. Covid vaccination clinics will be held on November 5 and 29 from 10 am to 5 pm at the library. KCC will be offering a Resume Workshop on November 9. A Work Burnout workshop will be offered November 16. Youth Services handed out almost 1000 buttons at the Downtown Halloween activity and will participate in KIA's Trunk or Treat. A Family Game Day and Teen Squid Games program is upcoming for International Games Week. Jodie DePatis and Allison Orvis attended the KCC Library Open House. Our Picture Book shelving and relabeling project has been well received with approximately 2/3 of the picture book collection now shelved face-out in subject categories.

**Technology:**

It is hoped that the new website will go live next week.

**COMMITTEE REPORTS:**

**Legal Committee:** Reviewed 5 Public Use of the Library policies and will present those policies to the Board at the November meeting for approval. Also discussed the Fund Balance and 2 Operational Policies that were amended and will be presented to the Board at the November meeting for approval.

**UNFINISHED BUSINESS:**

**Coronavirus Re-opening Plan update:** Programming is being held in the Drassler room to facilitate social distancing, and programming for ages under 5 will be held outside as long as weather permits. Some toys have been returned to the Children's area with cleaning between use. Masks continue to be worn per CDC guidelines and State requirement.

**Mortgage refinance:**

The audit, which is a main part of refinancing, has just been received, so the process to research refinancing may begin.

**Per Capita Grant educational requirements:**

The first half of the requirements have been reviewed by the Board. The second half will be reviewed next month.

**NEW BUSINESS:**

**FY 2020-21 Audit:** The audit has been completed. Please review it and email any questions to Jodie before the next meeting so answers may be prepared.

**Copier Purchase:**

The contract on the current copier has expired. Service from McGrath Whalen has not been acceptable: communication is poor and responsibilities to the library have not been met. Discussion ensued with the options of leasing or purchasing outright. Motion made by Trustee Diamond and seconded by Trustee Esme to purchase a Canon copier outright with maintenance from Proven IT. Roll call vote was taken with 5 in favor and Trustee Shinabarger not voting. It should take three months for delivery of copier.

**Illinois Libraries Present intergovernmental agreement:**

This is an opportunity to join a consortium to collaboratively purchase virtual programming, events and services. To date, 93 libraries are planning to join the consortium to provide one large and one small program per month. Our cost, based on the size of our library, is \$200 per year. Trustee Hendrickson moved to enter into the intergovernmental agreement, with a second by Trustee Shinabarger. Motion passed by unanimous roll call vote.

**Executive session meeting recordings older than 18 months to be disposed of:**

The library may dispose of the recordings of executive session meetings older than 18 months. The library maintains written minutes of these meetings. It was motioned by Trustee Edme and seconded by Trustee Diamond to dispose of the recordings of the Executive Session meetings from 9/19/18, 10/9/18, 10/17/18, 1/6/19, 2/20/19, 3/20/19 and 11/20/19. Motion approved by unanimous roll call vote.

**Library Use Policy: Sec.1 – Days & Hours of Service, review of holidays:**

Juneteenth (June 19): should the library be open or closed? Discussion ensued, including information Director DePatis gathered from other libraries. Consensus was reached that the library will remain open on that day with the possibility of supportive programming.

**2021 Recognition Dinner:**

Staff recognition dinner was not held last year due to the coronavirus pandemic and an addition was made to the staff bonuses; after discussion it was decided to not hold a recognition dinner again this year.

**COMMUNICATIONS/CORRESPONDENCE:**

An email was received from Josh Martin sharing his concern for the library's Fine Free policy. Trustee Bayer responded with the library's policy details.

**ADJOURNMENT:**

Trustee Hendrickson moved for adjournment; motion seconded by Trustee Esme. Meeting adjourned at 7:05 P.M.

The next regularly scheduled board meeting will be Wednesday, November 17, 2021 at 6:00 P.M.

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Madonna Benoit  
Secretary

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Karen Bayer  
Acting Recording Secretary