

Bradley Public Library
Board of Trustees
Regular Meeting – November 17, 2021
Drassler Meeting Room

President Bayer called the meeting to order at 6:00 p.m.

Trustees Present: Karen Bayer, Madonna Benoit, Connie Hendrickson,
Terri Jones

Trustees Absent: Brendan Diamond, Lucson Edme, Jonathan Shinabarger

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

APPROVAL OF MINUTES:

Trustee Hendrickson made a motion to accept the minutes of the October 20, 2021 Regular Library Board meeting. Trustee Benoit 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 \$35,605.79 for the month of October 2021. Trustee Jones seconded the motion. Motion carried by roll call of 4 ayes, 0 nays, 3 absent.

DIRECTOR'S REPORT:

(Statistical Report Attached)

Director DePatis stated the following:

- **General:** We have started weeding the Large Print collection. Notary renewals for Marie Cowden and Kathy Lake have been completed. We have given out 9 Narcan kits so far and have received additional kits from the Kankakee County Health Department.
- **Marketing:** Logo redesign is complete and we are in the process of updating all of our social media sites and marketing tools with the new logo. In October, we had 1,881 likes and 2,006 followers on Facebook, 590 followers on Instagram, and 42 followers on TikTok. We sent out the first Bradley Library News & Events newsletter at the beginning of November to 48 subscribers with a 61% open rate. The new website went live the first week in November.
- **Legal:** The FY2020-21 Audit was filed with the Kankakee County Clerk. The FY2022-23 Levy and 2% Building & Maintenance Levy were filed with the Kankakee County Clerk.
- **Grants:** The Library was awarded a \$1,106 Emergency Connectivity Fund grant for the purchase of 7 additional circulating hotspots along with service through June 30, 2022. The hotspots have been ordered but may experience delays due to supply chain issues. The Library was also 1 of 100 libraries to be awarded a \$3,000 ALA Libraries Transforming Communities grant to facilitate community conversation. We will discuss

is public libraries as the center of communities and how the Bradley Public Library can better serve its residents. We are planning 3 different types of conversations for this project including a series of traditional focus groups for which we will hire a facilitator, a combination book discussion and conversation with community leaders using the book *Palaces for the People* by Eric Klineberg as a stepping off point for discussions of community issues and potential solutions, and a screening and discussion of the movie "The Public" as a catalyst for a different type of conversation of public libraries and how they can help their communities.

- **Technology**: The new copier has been ordered and the old one has been fixed since it may take up to 3 months to receive the new copier. New Windows 11 certified computers for staff and the public have been ordered through Dell. Current computers are struggling with Windows 10 and will not be able to update to Windows 11 next year. Several of the monitors have arrived, and we should have some of the computers in by Thanksgiving with the rest by the end of the year. Supply chain issues, upcoming Windows 11, and chip shortages have increased the prices on computers.
- **Building & Maintenance**: During the annual winter preventative maintenance for HVAC, it was discovered that 4 furnaces have cracked heat exchangers. Replacements have been ordered at a cost of approximately \$2,000 for parts plus labor to complete the repairs. Supply chain issues could cause a delay in receiving the parts, but the building should remain comfortable as long as there aren't sustained below zero temps.
- **Continuing Education**: Jodie DePatis attended the PrairieCat Delegates meeting in LaSalle. Olivia Koerner, Allison Orvis, Jodie DePatis and Barbara Dubravec all attended KALA committee meetings. Both Olivia and Allison have been watching webinars from October's ILA Annual Conference as well as webinars on programming, collection development, and reader's advisory.
- **Programming**: VolunTEENS helped with the Downtown Kankakee Halloween event where we made over 1,000 buttons and had our blow-up unicorn costume which was a big hit. We saw about 500 people at KIA's Trunk or Treat event where we gave out candy and had the dragon and unicorn blow-up costumes dance with the kids. International Games Week programs were well received with 17 participants at the family open games and 18 teens coming for Squid Games. Teens in the Knit Me Baby One More Time group are knitting scarves for homeless in our community. The November 5th vaccination clinic had 30 participants with a 2nd clinic set for November 29th.

COMMITTEE REPORTS:

UNFINISHED BUSINESS:

- **Coronavirus Re-Opening Plan Update:**

(COVID-19 Response Plan Summary Addendum attached)

The addendum outlines proposed stages of service for the Bradley Public Library under the Illinois Bridge Phase between Phase 4 and Phase 5. Topic was discussed and a motion was made by Trustee Benoit to approve the policy and Trustee Jones seconded. Motion carried by unanimous vote.

- **Mortgage Refinance:** Director DePatis stated that the research on refinancing was still in process. Area banks will be contacted to submit proposals.

- **FY2020-21 Audit:**

(Annual Statement of Receipts and Disbursements for the Fiscal Year Ending June 30, 2021 attached)

Director DePatis stated that the audit was complete and the Annual Statement of Receipts and Disbursements for the Fiscal Year Ending June 30, 2021 was filed with the Kankakee County Clerk's Office.

- **Per Capita Grant Educational Requirements:**

Director DePatis stated that requirements have been reviewed and Bradley Public Library has satisfied those requirements.

NEW BUSINESS:

- **2022 Meeting Dates Resolution 21-01**

(Resolution For Meeting Times For Calendar Year 2022 attached)

The regular meetings of the Board of Trustees of the Bradley Public Library District were presented for calendar year 2022. Motion was made by Trustee Bayer to approve and Trustee Jones seconded. Motion carried by roll call of 4 ayes, 0 nays, 3 absent.

- **Staff Bonuses:** Topic discussed and recommendation made to award each staff member a \$75.00 bonus this year. Trustee Bayer made a motion to approve and Trustee Jones seconded. Motion carried by roll call of 4 ayes, 0 nays, 3 absent.

- **Bradley Christmas Parade:** Bradley Public Library will be participating in the annual evening parade on December 3, 2021. Staff will be decorating the parade float after a staff meeting on December 3rd. Director DePatis invited any Board members who would like to participate to contact her.

- **January Carpet/Floor Maintenance:** Carpet cleaning and floor maintenance in all main areas of the library will take place the weekend of January 15-16, 2022. Drassler Conference Room carpet cleaning will also be completed another weekend in January.

- **Policy Updates: Public Use of the Library Policies:**
 - Sec. 3, Pt. 4: Equipment Loan:** Trustee Bayer made a motion to approve and Trustee Hendrickson seconded. Motion carried by unanimous vote.
 - Sec. 5, Pt. 9: Charity Containers:** Trustee Jones made a motion to approve and Trustee Benoit seconded. Motion carried by unanimous vote.
 - Sec. 8, Pt. 4: Laptop Loans:** Trustee Hendrickson made a motion to approve and Trustee Jones seconded. Motion carried by unanimous vote.
 - Sec. 9, Pt. 3: Exhibits and Display Cases:** Trustee Jones made a motion to approve and Trustee Benoit seconded. Motion carried by unanimous vote.
 - Sec. 11: FOIA Organizational Chart:** Trustee Bayer made a motion to approve and Trustee Hendrickson seconded. Motion carried by unanimous vote.
- **Emergency Paid Sick Leave Policy Due to COVID-19 Extension**

Topic discussed and recommendation made to extend until June 30, 2022. Trustee Bayer made a motion to approve and Trustee Jones seconded. Motion carried by unanimous vote.
- **December Meeting Cancellation**

Topic discussed and Trustee Hendrickson made a motion to approve and Trustee Benoit seconded. Motion carried by unanimous vote.

COMMUNICATIONS/CORRESPONDENCE: None

ADJOURNMENT:

At 6:45 p.m. Trustee Hendrickson made a motion to adjourn.

The next regularly scheduled board meeting will be Wednesday, January 19, 2022 at 6:00 p.m.

Respectfully Submitted,

Madonna Benoit
Secretary

Marie Cowden
Recording Secretary