

**Bradley Public Library
Board of Trustees
Regular Meeting – July 21, 2021
Drassler Meeting Room**

President Bayer called the meeting to order at 6:03 p.m.

Trustees Present: Karen Bayer, Madonna Benoit, Brendan Diamond, Lucson Edme, Catherine Rodgers

Trustees Absent: Connie Hendrickson, Judith Ponton

Also Present: Jodie DePatis, Director, Marie Cowden, Recording Secretary, Jonathan Shinabarger (prospective trustee)

APPROVAL OF MINUTES:

Trustee Rodgers made a motion to accept the minutes of the June 16, 2021 Regular Library Board meeting. Trustee Benoit seconded the motion. Motion carried by unanimous vote.

PUBLIC COMMENT: None

TREASURER’S REPORT:

Trustee Rodgers made a motion to accept the Treasurer’s Report for June 2021 as submitted and Trustee Edme seconded the motion. Motion carried by roll call of 5 ayes, 0 nays, 1 absent.

APPROVAL OF VENDOR PAYMENTS:

President Bayer made a motion to accept Vendor Payments in the amount of \$45,983.80 for the month of June 2021. Trustee Edme seconded the motion. Motion carried by unanimous vote.

DIRECTOR’S REPORT:

(Statistical Report Attached)

Director DePatis stated the following:

- **Building:** MATCO completed the 5 year gauge replacements on June 18. Staff found a sprinkler air leak in the Teen area on July 15. MATCO completed repairs on July 16. AT&T completed installation of staff Internet connection on June 21. We received 4 free upholstered chairs for the Teen area from the Bloomington Public Library. Pick up was completed by Jodie DePatis on July 9. Two benches that were in the Teen area have been moved to the area next to the Youth computers. There was a neighbor complaint about a homeless person sleeping on Library grounds overnight.

It was a single incident. Bradley Police were alerted and will approach the person if they are found sleeping here again.

- **Continuing Education**: The full Homeless Training by Ryan Dowd on Niche Academy was added for staff to access independently as well as for group training. We received a discount through RAILS. Jodie DePatis attended the July HR Source Roundtable for Libraries and Vaccination information webinar. DePatis also watched the ALA Eliminating Library Fines and PrairieCat Fine Free Panel webinars. Barbara Dubravec is enrolled in a 4 week ALA class entitled Planning Programs and Services for Toddlers and Preschoolers.
- **Grants**: The quarterly reports for the FY2021 Project Next Generation and FY2021 Digital Network Access grants have been completed. We received the FY2021 Per Capita Grant in the amount of \$19,610.13.
- **Legal**: Building and Maintenance Levy notice was published in The Daily Journal on June 21. FY2022-23 Budget and Appropriations hearing notice was published in The Daily Journal on July 17.
- **Personnel**: Circulation Clerk Kathy Lake retired at the beginning of July.
- **Programs**: The NIFB monitor visit was completed online on June 23. We have had 2 mobile pantries in July: July 1 served 80 families and July 14 served 107 families. The IDPH vaccination clinic on July 14 had approximately 14 participants. We had approximately 180 kids sign up for summer reading programs this year. The number of kids who actively participated was higher this year. Pictures for programs have been uploaded to our Library Flickr account. Summer reading programs wrap up on July 24 and the programming staff will take a break from regular programming in August to reset and plan fall programs. There were be a few pop-up programs in August.
- **Technology**: Work continues on the new website with completion expected in the next 2 months. It has taken much longer than anticipated due to COVID. Nine circulating hotspots have been renewed for another year.

COMMITTEE REPORTS:

Friends of the Library Liaison: No meeting was held in July.

UNFINISHED BUSINESS:

- **Coronavirus Re-Opening Plan Update:** Starting July 24th staff can discontinue wearing masks but will have to provide proof of vaccination to not continue masking. This recommendation has been advised by HR Source, the library's legal advisors. Patrons will not be required to wear masks if fully vaccinated but no proof will be required. Plastic barriers previously installed at Circulation Desk, Information Desk, and Children's Department desks will remain.
- **Surplus Items Update:** Library has a surplus of round tables that are being sold for \$100 each and large folding tables for \$25 each. Also an extra interior wooden door is available. No interest was expressed for these items on the RAILS website so they now will be posted on Facebook for purchase.
- **Trustee Vacancy:** Jonathan Shinabarger expressed interest in the trustee opening and was interviewed by trustees.

NEW BUSINESS:

- **Working Budget FY 2021-22:** Trustee Diamond made a motion to accept and Trustee Edme seconded. Motion carried by roll call of 5 ayes, 0 nays, 1 absent.
- **Tentative FY 2022-23 Budget:** Report presented and reviewed.
- **FOIA Policy Update for 2021-22:** Policy was updated and approved. Trustee Rodgers made a motion to accept and Trustee Edme seconded. Motion carried by unanimous vote.
- **Health Insurance Renewals:** Topic discussed and healthcare plans will be reviewed and voted on at next meeting.
- **Library Use Policies: Sec. 3 Pt. 2-Fines:** Director DePatis presented packet of information on going fine-free for overdue fines. Target date would be September 1st. PrairieCat would need to be notified and overdue fines for patrons owing overdue fines would be waived. Topic was discussed and motion was made by Trustee Rodgers to get a policy written for Board Approval. Trustee Diamond seconded the motion. Motion carried by roll call of 5 ayes, 0 nays, 1 absent.
- **Set Date For Legal Committee Meeting:** Committee agreed to meet on August 7th at 1 p.m. to revise conference room policy.

- **Director Evaluation**: Trustee Bayer passed out performance evaluations to evaluate Director DePatis. She requested that they be returned to her library mailbox by August 7th.

EXECUTIVE SESSION:

At 7:45 p.m. Trustee Diamond made a motion to go into Executive Session for the purpose of discussing the selection of a person to fill a public office. Trustee Benoit seconded the motion. Motion carried by unanimous vote.

At 7:55 President Bayer declared Executive session concluded and meeting returned to open session.

COMMUNICATIONS/CORRESPONDENCE: None

ADJOURNMENT:

At 8:00 p.m. Trustee Edme made a motion to adjourn.

The next regularly scheduled board meeting will be Wednesday, August 18, 2021 at 6:00 p.m.

Respectfully Submitted,

Marie Cowden
Recording Secretary