

Bradley Public Library
Board of Trustees
Regular Meeting – August 17, 2022
Frances Wertz Conference Room

President Bayer called the meeting to order at 6:00 p.m. and appointed Trustee Shinabarger acting Secretary.

Trustees Present: Nickolas Allen, Karen Bayer, Lucson Edme (Arrived 6:06 p.m.), Ryan Guertin, Ellie Rorabaugh, Jonathan Shinabarger

Trustees Absent: Madonna Benoit

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

APPROVAL OF MINUTES:

Trustee Guertin made a motion to accept the minutes of the July 20, 2022 Regular Library Board meeting. Trustee Rorabaugh seconded the motion and motion carried by unanimous vote.

APPOINTMENT OF NEW MEMBERS TO COMMITTEES: Trustee Guertin was appointed to Finance and Personnel Committees. Trustee Rorabaugh was appointed to Legal Committee.

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 \$49,035.98 for the month of July 2022. Trustee Shinabarger seconded the motion. Motion carried by roll call of 5 ayes, 0 nays, 2 absent.

DIRECTOR'S REPORT:

(Statistical Reports Attached)

Director DePatis stated the following:

- **Programs:** Youth Services Assistants Sarah and Barbara have been working very hard to get the youth art room cleaned up and organized so we can move fall youth programming back into that room. They have also done a great job of finishing up summer reading programs and getting the fall programs set up while the Youth Services Coordinator has been out on leave. Five staff members and Board member Ellie Rorabaugh attended National Night Out on August 2nd. There was a steady stream of people for the 4 hours we were there with our prize wheel and school related prizes. The Last mobile pantry on August 10 served 75 families.
- **Personnel:** One of our Circulation Clerks is moving to Indiana in mid-September so we will be advertising for a part-time clerk.
- **Grants:** We received the check for the FY2022 Per Capita Grant. Phone monitor visit for the FY2022 PNG grant was completed. We were awarded a FY2023 PNG grant in the amount of \$21,720 and Jodie will be on a panel presentation during the September mentors meeting in Springfield. The FY2023 PNG grant is entitled Building on Teen Tech and Tech Jr. and focuses on manipulating 3D scans in 3D printing, expressing creativity through embroidery and sublimation designs, podcasting, VR creation, and developing pop-up makerspaces for the community through Teen Tech Ambassadors for the teens and building, engineering, coding, and robotics for the younger Tech Jr group.

- **Finance:** Updating of the Treasurer's Bond to reflect the new Treasurer is in progress. Auditors from SKDO will be reviewing paperwork at the Library on August 31.
- **Building & Maintenance:** Brite Swipe will be cleaning the Drassler Room carpet on Monday, August 22 while the Library is open.
- **Technology:** The Short Story cube printed 99 stories in July and will be printing stories submitted by community members during the Campfire Stories contest through Labor Day. Biblioboard had 1388 uses in July.

COMMITTEE REPORTS:

- **Friends of the Library Liason:** Trustee Bayer informed the Board that a Fall craft show was not being scheduled but an upcoming book sale for September 29 – October 1 was being planned. Strings in the Stacks would also be returning for their 3rd year for a concert on December 9th.

UNFINISHED BUSINESS:

- **Reschedule Public Hearing Date for FY2023-24 Budget & Appropriations Ordinance:** Trustee Allen made a motion to reschedule the public hearing date for the FY2023-24 Budget & Appropriations Ordinance for September 21, 2022 at 6 p.m. Trustee Shinabarger seconded the motion. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.

NEW BUSINESS:

- **Policy Update: Sec. 3, Pt. 4: Equipment Loan Policy:** Trustee Edme made a motion to update Equipment Loan Policy to change overdue fines for mobile hotspots from \$2.00 per day to \$1.00 per day. Laptop and Chromebook overdue fines would be capped at a \$50.00 maximum fine. Trustee Rorabaugh seconded the motion. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Policy Update: Sec. 9, Pt. 1: Meeting Rooms:** Trustee Guertin made a motion to update Meeting Rooms Policy to cease room rental of the Ruth Drassler Community Room for private social gatherings or parties. Trustee Rorabaugh seconded the motion. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Policy Update: Employee Handbook Sec. 6, Pt. 5: Dress Code:** Trustee Shinabarger made a motion to update Dress Code Policy. Trustee Rorabaugh seconded the motion. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Health Insurance Renewal:** Director DePatis distributed information regarding health insurance plans for renewal. She stated the current plan would be less than a 2 percent increase in cost from last year amounting to \$955.80. Topic discussed and Trustee Shinabarger made a motion to renew the current health insurance plan. Trustee Rorabaugh seconded the motion. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Trustee Education: Serving Our Public 4.0:** Trustee Bayer distributed a copy of *Palaces For the People* to new Trustees Guertin and Rorabaugh. Director DePatis stated that chapters of Serving Our Public 4.0 would be discussed at each upcoming Board meeting to meet the January 2023 completion deadline.

- **Director's Evaluation**: Trustee Bayer distributed an evaluation form to each Board member to evaluate Director DePatis and requested the completed forms due to her by September 5, 2022. Trustee Bayer also stated Director DePatis would complete a self-evaluation by the end of the week.

COMMUNICATIONS/CORRESPONDENCE: None

ADJOURNMENT:

At 6:54 p.m. President Bayer made a motion to adjourn. Trustee Edme seconded the motion and motion carried by roll call of 6 ayes, 0 nays, 1 absent.

The next regularly scheduled board meeting will be Wednesday, September 21, 2022 at 6:00 p.m.

Respectfully Submitted,

Jonathan Shinabarger
Acting Secretary

Marie Cowden
Recording Secretary