

**Bradley Public Library**  
**Board of Trustees**  
**Regular Meeting – September 21, 2022**  
**Frances Wertz Memorial Conference Room**

President Bayer called the meeting to order at 6:05 p.m.

**Trustees Present:** Nickolas Allen, Karen Bayer, Madonna Benoit, Lucson Edme , Ryan Guertin, Madonna Benoit, Ellie Rorabaugh, Jonathan Shinabarger

**Trustees Absent:** None

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

**APPROVAL OF MINUTES:**

Trustee Allen made a motion to accept the minutes of the August 17, 2022 Regular Library Board meeting. Trustee Edme seconded the motion and 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 \$50,231.35 for the month of August 2022. Trustee Rorabaugh seconded the motion. Motion carried by roll call of 7 ayes, 0 nays, 0 absent.

**DIRECTOR'S REPORT:**

(Statistical Reports Attached)

Director DePatis stated the following:

- **Programs:** Programs: Fall programs for youth began the week of September 12<sup>th</sup>. Sign-ups have been steady with several classes at or near capacity.
- **Personnel:** Personnel: We are still accepting application for a PT Circulation Clerk as well as a Youth Services Assistant as Barbara will be leaving at the end of the month.
- **Grants:** Grants: The contract for the FY2023 PNG grant has been completed. DePatis attended the PNG mentors meeting online on Sept. 16. Orders for this year's equipment are being placed with some equipment already arriving and in use. The first class for Tech Jr. was held on Sept. 15 with the students being very excited about the building projects. The final report for FY2022 PNG grant was completed.
- **Legal:** Legal: The audit visit with SKDO was completed on August 31 and all requested paperwork has been returned. The Illinois Public Library Annual Report and Interlibrary Loan Report for FY2021-22 have been filed with the Illinois State Library. The notice for the Budget and Appropriations hearing was published in the Daily Journal.
- **Building & Maintenance:** Building & Maintenance: Brite Swipe cleaned the Drassler Room carpet on August 22. A new bench was purchased for the library bus stop to help stop people from sitting on the landscaping walls. A paper roll holder purchased with grant funds was installed in the Youth art room.
- **Technology:** Technology: The Short Story cube printed 116 stories in August including stories submitted by community members during the Campfire Stories contest through Labor Day. Biblioboard had 773 yearbook views in August.
- **Continuing Education:** An all staff meeting was held on August 26. Staff completed annual harassment training and a Homeless Training module on dealing with parents and misbehaving children. DePatis held a Youth Department meeting on August 18 to go over what was done between July 1-August 15 while the Coordinator was on leave as well as fall programming plans. There were 10 attendees including Barbara for the August 25 Music and Storytime workshop presented by the Old Town School of Folk Music from Chicago. This was part of the 2022 Community Foundation of Kankakee River Valley

grant and was open to all youth library workers and early childhood educators. DePatis attended the HR Source HR Roundtables on August 17 and September 15.

- **Marketing:** The monthly program calendar handout was revamped to a cleaner, more modern look.

#### **COMMITTEE REPORTS:**

- **Friends of the Library Liason:** Trustee Bayer informed the Board that a book sale is scheduled for September 29<sup>th</sup> – October 1<sup>st</sup>. The Teen T.A.C.O. group will be helping with set up and preview night is on September 29<sup>th</sup> for Friends of the Library members. Discovery Books will take unsold books at the completion of the sale. Strings in the Stacks will be performing a concert on December 9<sup>th</sup> and Meijer has donated a \$100.00 gift card to purchase refreshments for concert attendees.

#### **UNFINISHED BUSINESS:**

- **Trustee Education: Serving Our Public 4.0**  
Trustee Bayer reviewed with trustees Introduction through Chapter 6 of Serving Our Public 4.0.

#### **NEW BUSINESS:**

- **FY2023-24 Budget & Appropriations Ordinance (22-02):** Director DePatis distributed and topic discussed. Trustee Benoit made a motion to approve and Trustee Allen seconded the motion. Motion carried by roll call of 7 ayes, 0 nays, 0 absent.
- **Set Date for Truth in Taxation Hearing:** The date for the Truth in Taxation Hearing is set for Wednesday, October 19, 2022 at 6 p.m.
- **FY20-21 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 (FY2020-21).
- **2023 Trustee Elections:** Director DePatis distributed and discussed information regarding April 4, 2023 trustee election. She informed trustees of 32 signatures needed and stated filing date of December 12-19, 2022 for paperwork. This election involves all current trustees except for Trustee Bayer.
- **Tour of Library:** Director DePatis gave Trustees a tour of the library.

#### **EXECUTIVE SESSION:**

At 7:27 p.m. Trustee Edme made a motion to go into Executive Session for the purpose of Employment of specific employee(s): Director evaluation and salary. Trustee Guertin seconded the motion. Motion carried by unanimous vote.

At 8:00 p.m. President Bayer declared Executive session concluded and meeting returned to open session.

- **Employment of specific employee(s): Director evaluation and salary**  
Director DePatis' evaluation and salary discussed. Trustee Edme made a motion to increase her salary to \$69,750.00 and Trustee Benoit seconded. Motion carried by roll call of 7 ayes, 0 nays, 0 absent.

**COMMUNICATIONS/CORRESPONDENCE:** None

#### **ADJOURNMENT:**

At 8:05 p.m. Trustee Shinabarger made a motion to adjourn. Trustee Rorabaugh seconded the motion and motion carried by unanimous vote.

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

Respectfully Submitted,

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Madonna Benoit  
Secretary

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Marie Cowden  
Recording Secretary