

**Bradley Public Library**  
**Board of Trustees**  
**Regular Meeting – November 16, 2022**  
**Frances Wertz Conference Room**

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

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

**Trustees Absent:** None

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

**APPROVAL OF MINUTES:**

Trustee Edme made a motion to accept the minutes of the October 19, 2022 Truth in Taxation Hearing.

Trustee Rorabaugh seconded the motion and motion carried by unanimous vote.

Trustee Edme made a motion to accept the minutes of the October 19, 2022 Regular Library Board meeting.

Trustee Rorabaugh 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 \$42,567.35 for the month of October 2022. Trustee Allen 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:

- **Legal:** The FY2023-24 Levy Ordinance was filed with the Kankakee County Clerk.
- **Personnel:** Youth Services Coordinator Sarah Hartman began work on November 1 and has hit the ground running. Cassidy Elmer has been hired to fill a 30 hour/week Youth Services Assistant position. The Information Services Coordinator job description has been updated to include marketing. This FT position is being posted on our Facebook page, website, and RAILS job board. We are still accepting application for a PT Circulation Clerk as well. New federal EEOC posters have been put up.
- **Grants:** Continued to place orders for the FY2023 PNG grant. The Tech Jr. classes have been going very well and the students are excited. We are still working on getting teens to come to the program.
- **Projects:** Karen Bayer finished weeding the Juvenile non-fiction, picture book, and board book collections. Additional categories were decided on for the picture book face-out project. Some of the Ross donation money was used to order a new board book shelving unit which should arrive at the end of December.
- **Technology:** The Short Story cube printed 129 stories in October. Biblioboard had 1,151 yearbook views in October.
- **Programs:** Pre-K programs have resumed. All elementary and teen programs have continued as planned. Bradley Central 6<sup>th</sup> grade students visited the Library on October 28 and November 14. We gave out 41 new cards to students prior to the visit. Upcoming programs include: Santa Visit on Dec. 3, Strings in the Stacks on Dec. 9, Gingerbread House decorating on Dec. 10, youth drop-in movie on Dec. 21, blood drive on Dec. 28, and Happy Noon Year for pre-K and Nerf Wars for upper elementary-teens on Dec. 30. Northern Illinois Food Bank will be having the mobile pantry for December but has not confirmed the date yet. Our geocache had 4 people record finding it online, and 6 Narcan kits were given out.

- **Training:** Director DePatis attended the PrairieCat Delegates meeting on Oct. 26. DePatis also attended the Library Marketing and Communications Conference in Indianapolis on Nov. 2-3. Cassidy, Sarah, Marie, and Jodie all attended a Zoom webinar on Reader’s Advisory put on by the Adult Reading Roundtable.
- **Building & Maintenance:** The new AV shelving and display unit has arrived and will help with overcrowding of the DVD collection. All of the study rooms are cleaned out and ready for use. Snow removal will be done by Scenic Landscaping again this year. No overnight parking signs have been ordered since overnight parking during and after significant snowfalls last winter impeded the removal of snow.

**COMMITTEE REPORTS:**

- **Friends of the Library Liason:** Trustee Bayer reported financial figures for the Friends of the Library as follows:

		<u>Income</u>	<u>Expenditures</u>	<u>Balance</u>
				\$2443.63
9/14/2022	<b><u>Library Amazon Prime</u></b>		-\$179.00	\$2264.63
10/4/2022	<b><u>Book Sale</u></b> (107.50 on Square Pay to library)	\$858.20		\$3122.83
	<b><u>Book Sale Donation Jar</u></b> (21.25 on Square Pay to library)	\$79.64		\$3202.47
	<b><u>Friends Renewals</u></b>	\$20.00		\$3222.47
	<b><u>Friends New Members</u></b>	\$25.00		\$3247.47
11/9/2022	<b><u>Cookies With Santa</u></b> (95.00 for craft-rest for cookies)		-\$150.00	<b><u>\$3097.47</u></b>

**UNFINISHED BUSINESS:**

- **Trustee Education: Serving Our Public 4.0**  
Trustee Bayer reviewed with Trustees Chapters 10-13 of Serving Our Public 4.0.
- **2023 Trustee Elections:** Trustee Bayer reminded trustees to get petition signatures needed for the April 4, 2023 election and to turn in required paperwork between December 12-19, 2022. She also stated that Statements of Economic Interest need to be completed for any Trustee that still needs to do so.
- **Trustee Vacancy:** Trustee Guertin informed the board that his move out of district has been postponed and that he will remain on the board until his plans are finalized.
- **FY2021-22 Audit:** Director DePatis distributed completed audit to board members and stated audit had been filed with the Kankakee County Clerk’s office.

**NEW BUSINESS:**

- **2023 Meeting Dates Resolution 22-01:** The regular meetings of the Board of Trustees of the Bradley Public Library District were presented for calendar year 2023. Motion was made by Trustee Allen to approve and Trustee Benoit seconded. Motion carried by roll call of 7 ayes, 0 nays, 0 absent.
- **Staff Bonuses:** Topic discussed and recommendation made to award staff members a \$75.00 bonus this year. Staff member Cassidy Elmer will receive a \$50.00 bonus this year due to being newly hired in November. Trustee Shinabarger made a motion to approve and Trustee Edme seconded. Motion carried by roll call of 7 ayes, 0 nays, 0 absent.

- **Bradley Christmas Parade:** Bradley Public Library will be participating in the annual evening parade on December 2, 2022 at 6:30 p.m. Director DePatis stated plans are in process to decorate with this year's theme of Candyland Christmas.
- **December Meeting Cancellation:** Topic discussed and Trustee Guertin made a motion to approve the cancellation of the December 2022 board meeting and Trustee Rorabaugh seconded. Motion carried by roll call of 7 ayes, 0 nays, 0 absent.

**COMMUNICATIONS/CORRESPONDENCE:** The Library received a thank you card from the sixth graders at Bradley Central Middle School showing their appreciation for their school visit on October 28, 2022.

**ADJOURNMENT:**

At 6:45 p.m. Trustee Edme made a motion to adjourn. Trustee Allen seconded the motion and motion carried by unanimous vote.

The next regularly scheduled board meeting will be Wednesday, January 18, 2023 at 6:00 p.m.

Respectfully Submitted,

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Madonna Benoit  
Secretary

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Marie Cowden  
Recording Secretary