

Bradley Public Library
Board of Trustees
Regular Meeting – January 18, 2023
Frances Wertz Conference Room

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

Trustees Present: Karen Bayer, Madonna Benoit, Lucson Edme (Arrived 6:06 p.m.), Ryan Guertin, Ellie Rorabaugh

Trustees Absent: Nickolas Allen, Jonathan Shinabarger

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

APPROVAL OF MINUTES:

Trustee Guertin made a motion to accept the minutes of the November 16, 2022 Regular Library Board meeting. Trustee Benoit 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 \$28,054.03 for the month of November 2022. Trustee Rorabaugh seconded the motion. Motion carried by roll call of 4 ayes, 0 nays, 3 absent.

Trustee Bayer made a motion to accept the Treasurer's Report as submitted and to accept Vendor Payments in the amount of \$43,826.39 for the month of December 2022. Trustee Benoit seconded the motion. Motion carried by roll call of 4 ayes, 0 nays, 3 absent.

DIRECTOR'S REPORT:

(Statistical Reports Attached)

Director DePatis stated the following:

- **Legal:** The FY2021-22 AFR and Annual Statement of Receipts and Disbursements were filed with the Kankakee County Clerk. The notice of availability of the FY2021-22 Audit and 2023 meeting dates were published in The Daily Journal. A copy of the FY2021-22 Audit was forwarded to Mark Kaner at Peoples Bank. The 2023 Annual Library Certification was completed. We received the OK from the Local Records Commission for records disposal that Karen Bayer turned in a few months ago.
- **Personnel:** Bradley resident Christina Loraine has been hired as the Information Services Coordinator. Her first day was January 3. Andrea Martinez was hired in December as a part-time circulation clerk. Former Youth Services Assistant Barbara Dubravec was re-hired to fill a Library Assistant position working in both Youth Services and Information Services. Marie Cowden completed annual evaluations for all of the Circulation and Technical Services staff.
- **Grants:** The quarterly report for the FY2023 PNG grant was completed with all but \$250 of the grant funds being spent so far. We placed orders for the FY2023 PNG grant including sublimation printer, robotics kits, podcasting equipment, and an embroidery machine. We spent the 2022 Ross Stores donation on a moveable shelving bin unit for board books and items to use in our youth services play area. The 2023 Ross Stores charity donation drive will start in February.
- **Programs:** Our Willy Wonka themed float for the Bradley Lighted Christmas Parade turned out great thanks to Sarah and Cassidy's planning. Thanks also to Trustees Nick and Karen as well as additional library staff who helped with the decorating and walked in the parade. We had several high school volunteers who dressed up as the Willy Wonka characters and did a great job engaging the parade crowd. The Northern Illinois Food Bank mobile pantry on December 21 served 103 families and was non-stop until we ran out of food just before the event was scheduled to be done. Trustees Karen and Madonna helped as well as several staff members and high school volunteers. Sarah came up with a great way to

both fill our Little Free Pantry and help students get their service hours by giving 1 hour of service in exchange for donating 20 items to the pantry. Our “Yeti to Read” Winter Reading Challenge for all ages continues through January 30. Adults in particular have been very receptive. Regular youth programming resumed on January 9 after a short holiday break. We are now accepting donations of gently used prom dresses, shoes, and accessories for our annual Say Yes to the Prom Dress event which will be held March 25-26 and April 1-2. Eleven Narcan kits were given out. The face-out picture book project is nearly finished with just 2 more labels to be delivered for completion.

- **Training:** Director DePatis attended an HR Source webinar on Coaching vs. Counseling in December. The management team including Marie, Sarah, Christina, and Jodie attended a webinar on 1st Amendment Audits and how to handle the situation if one occurs at your library.
- **Building & Maintenance:** The carpets in the main library were cleaned January 14-15 and we are getting a quote to have the tile and grout cleaned as well. The no overnight parking signs have been installed.
- **Technology:** Biblioboard had 574 yearbook views in November and 434 in December.

COMMITTEE REPORTS:

- **Friends of the Library Liason:** Trustee Bayer reported that a book sale was being planned for the last weekend in April 2023.

UNFINISHED BUSINESS:

- **2023 Trustee Elections:** Director DePatis informed trustees that the Certification of Ballot was submitted to Kankakee County Clerk’s office for those trustees’ seeking election in April 2023 including Madonna Benoit and Nick Allen (6 yr terms), Lucson Edme (4 yr term), and Katherine “Ellie” Rorabaugh (2 yr term). Trustee Bayer encouraged trustees to seek out individuals they may know in the district who would be interested in filling trustee vacancies. Trustee Applications are available for those interested on the Bradley Public Library website.

NEW BUSINESS:

- **Secretary’s Review of Closed Meeting Minutes:** Trustee Benoit made a motion to keep closed meeting minutes closed. Trustee Edme seconded the motion. Motion carried by roll call of 5 ayes, 0 nays, 2 absent.
- **Update Patron Use of the Library Policy Sec 6, Pt. 1: Rules of Conduct:** Trustee Benoit made a motion to update policy and Trustee Rorabaugh seconded the motion. Motion carried by roll call of 5 ayes, 0 nays, 2 absent.

COMMUNICATIONS/CORRESPONDENCE: Library staff wrote a thank you card expressing appreciation for the Christmas bonuses. Trustee Guertin presented his letter of resignation terminating his position as Trustee due to moving out of District.

ADJOURNMENT:

At 6:44 p.m. Trustee Edme made a motion to adjourn. Trustee Benoit seconded the motion and motion carried by unanimous vote.

The next regularly scheduled board meeting will be Wednesday, February 15, 2023 at 6:00 p.m.

Respectfully Submitted,

Madonna Benoit
Secretary

Marie Cowden
Recording Secretary