

**Bradley Public Library**  
**Board of Trustees**  
**Regular Meeting – April 19, 2023**  
**Frances Wertz Conference Room**

President Bayer called the meeting to order at 6:06 p.m.

**Trustees Present:** Nickolas Allen, Karen Bayer, Lucson Edme, Ellie Rorabaugh

**Trustees Absent:** Madonna Benoit

**Also Present:** Jodie DePatis, Director, Marie Cowden, Recording Secretary, Brandon Hawkins, (prospective trustee), Liz Yolich (prospective trustee)

**APPOINTMENT AND SWEARING IN OF APPOINTED BOARD MEMBERS:** President Bayer made a motion to appoint Liz Yolich as trustee to replace Ryan Guertin’s open seat and Brandon Hawkins as trustee to replace Jon Shinabarger’s open seat on the Board. Trustee Edme seconded the motion and motion carried by unanimous vote. Liz Yolich and Brandon Hawkins were sworn in as new board members by Recording Secretary, Marie Cowden.

**APPROVAL OF MINUTES:**

Trustee Edme made a motion to accept the minutes of the March 15, 2023 Regular Library Board meeting.

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

Trustee Allen made a motion to accept the minutes of the March 15, 2023 Executive Session. 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 \$39,904.34 for the month of March 2023. Trustee Rorabaugh seconded the motion. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.

**DIRECTOR’S REPORT:**

(Statistical Reports Attached)

Director DePatis stated the following:

- **Grants:** We received the check for \$6,258.36 through FEMA/IEMA for COVID mitigation costs. The 3<sup>rd</sup> quarterly report for our PNG grant was submitted, and all grant funds have been expended.
- **Programs:** Our membership in the virtual program consortium, Illinois Libraries Present, has been renewed for another year. Say Yes to the Prom Dress on March 25 & 26 and April 1 & 2 was a success with 74 attendees from 15 different schools taking home 103 dresses. We purchased another clothes rack so we will be able to accept prom dress donations all year. All the Bradley 3<sup>rd</sup> graders came to BPL for field trips with all Bradley East Pre-K and Bishop McNamera 4<sup>th</sup> grade planning to visit in May. BPL staff are attending the May 4<sup>th</sup> I-Kan Teen Mental Health & Wellness Summit and May 20<sup>th</sup> Safety Day at the Y. The chicken eggs from the University of Illinois Extension Office have arrived and are expected to hatch around May 10<sup>th</sup>. Our summer reading program will have the theme of Oceans of Possibilities with programs beginning June 12<sup>th</sup> and running through July. We gave out four Narcan kits before running out in March.
- **Continuing Education:** YS Coordinator Sarah Hartman attended the 2 day ILA Youth Services Conference in Springfield March 16-17. Library Assistant Barbara Dubravec also attended 1 day. Access Services Coordinator Marie Cowden, Info Services Coordinator Christina Loraine, and YS Coordinator Sarah Hartman all attended a workshop entitled Build Your Management Toolkit for New & Middle Managers on April 11 at Orland Park PL.

- **Technology:** Biblioboard had 350 yearbook views in March. The annual PrairieCat expired patron purge was completed with approximately 680 records removed.

#### **COMMITTEE REPORTS:**

- **Friends of the Library:** President Bayer informed Trustees that the Friends of the Library will be fulfilling the Children's and Info Services Departments requests of \$1,470.00 for summer reading programming. She also mentioned the upcoming book sale scheduled April 27-29<sup>th</sup>.

#### **UNFINISHED BUSINESS:**

- **Statement of Economic Interests:** Trustee Bayer reminded trustees to complete Statement of Economic Interests by deadline of May 1, 2023.
- **Decennial Committees on Local Government Efficiency Act:** Director DePatis reported she attended a webinar on compliance with the Decennial Committees on Local Government Efficiency Act and stated that the first of three required meetings would take place after the Regular Board Meeting in May. She also stated that President Bayer would be the Committee Chair and at least two individuals who reside in the district along with current Board members and the Director would comprise the committee.

#### **NEW BUSINESS:**

- **Surplus Furniture:** Director DePatis asked the Board to approve the removal of surplus furniture that is currently not being utilized and is in storage. Items include 2 tables from the Children's Department, 1 computer table, 1 filing cabinet, 1 microfilm cabinet, 1 AV cart, 1 wooden magazine rack, 1 puzzle table, and 1 typewriter. These items will be posted on the RAILS "for sale" website and items not being sold will be put on the upcoming book sale. President Bayer made a motion to approve getting rid of surplus furniture. Trustee Allen seconded the motion and motion carried by unanimous vote.
- **July 3, 2023 Proposed Closing:** Director DePatis asked the Board to approve July 3, 2023, as a non-paid holiday for employees. Trustee Edme made a motion to approve and Trustee Rorabaugh seconded. Motion carried by unanimous vote.
- **Policy Update: Sec 3: Circulation of Materials, Pt. 2: Overdue Materials:** Trustee Allen made a motion to update policy and Trustee Edme seconded. Motion carried by unanimous vote.
- **Commercial/Liability Insurance Renewal Options:** Director Depatis distributed spreadsheet on renewal options and topic discussed. Trustee Yolich made a motion to switch from Library Mutual to the Cook & Kocher Insurance Group, Inc. recommendations of Utica National, Travelers, and Hanover insurance policies for next year. Trustee Rorabaugh seconded and motion carried by unanimous vote.

**COMMUNICATIONS/CORRESPONDENCE:** None

#### **ADJOURNMENT:**

At 6:47 p.m. Trustee Allen made a motion to adjourn. Trustee Edme seconded the motion and motion carried by unanimous vote.

The next regularly scheduled board meeting will be Wednesday, May 17th at 6:00 p.m.

Respectfully Submitted,

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Lucson Edme  
Acting Secretary

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Marie Cowden  
Recording Secretary