

Bradley Public Library
Board of Trustees
Regular Meeting – June 21, 2023
Frances Wertz Conference Room

President Bayer called the meeting to order at 6:01 p.m.

Trustees Present: Nick Allen, Karen Bayer, Madonna Benoit, Brandon Hawkins

Trustees Absent: Lucson Edme, Ellie Rorabaugh, Liz Yovich

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

APPROVAL OF MINUTES:

Trustee Hawkins made a motion to accept the minutes of the May 17, 2023 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 \$41,844.51 for the month of May 2023. Trustee Hawkins 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:

- **Building/Maintenance:** Langlois Roofing completed an annual roof inspection and completed 2-3 minor repairs that were discovered during the inspection. Matco completed the annual sprinkler inspection on May 24. During the testing, the dry valve handle broke but has since been replaced. A replacement air regulator for the air compressor has been ordered as well. Liberty Fire completed the annual fire extinguisher inspections. We received a new display piece free of charge through the RAILS Classifieds. A Risk Management Consultant from Utica National Insurance Group visited the library on June 6. Recommendations were to require proof of vehicle insurance for any employee who drives their vehicle for library business and to confirm the repair of the sprinkler system when completed.
- **Programs:** Summer reading sign-ups began May 22 with 250+ children and 225+ adults signed up so far. The parking lot party summer reading kick-off on June 9 was a huge success with at least 300 people attending. Staff members did an excellent job with staff family and community members helping out as well. We plan to host this event next year. The free summer lunch program began on June 5 and numbers so far are close to what they were pre-Covid with up to 40 participants a day. Barbara, Marie, Christina, Lori, and Jodie took the training for the summer lunch program. The first mobile Family Market will be held July 6 from 5-6:30pm. We gave out 19 Narcan kits in May.
- **Continuing Education:** Jodie attended the HR Source Roundtable via Zoom on May 18, HR Source Illinois Paid Worker's Leave Act webinar on June 6, and HR Source DiSC training on June 8. There was an all staff meeting on May 24th to go over summer reading procedures as well as general library training and updates.
- **Personnel:** Two PT evening/weekend Circulation Clerks were hired (Cassidy Steinke and Mary Ann Borkenhagen) as well as a temporary Youth Services Summer Assistant (Annabelle Arellano).
- **Technology:** Biblioboard had 483 yearbook views in April. The 2018 BBCHS yearbook will be uploaded by the end of the summer. FY2024 OCLC agreement was signed and returned to the Illinois State Library. OCLC participation is also a requirement for PrairieCat membership.

COMMITTEE REPORTS:

- **Personnel Committee-Proposed FY2023-24 Salary Scale:** Director DePatis distributed and Trustee Bayer made a motion to accept the proposed FY2023-24 salary scale. Trustee Benoit seconded the motion, and motion carried by roll call of 4 ayes, 0 nays, 3 absent.
- **Finance Committee - Proposed FY2024-25 Budget:** Director DePatis distributed and discussed.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- **Working Budget FY2023-24:** Director DePatis distributed and Trustee Allen made a motion to accept the working budget for FY2023-24. Trustee Hawkins seconded and motion carried by roll call of 4 ayes, 0 nays, 3 absent.
- **Ordinance 23-01: Building & Maintenance Levy FY2024-25:** Director DePatis distributed and topic discussed. Trustee Hawkins made a motion to approve Ordinance 23-01: Building & Maintenance Levy for FY2024-25. Trustee Benoit seconded and motion carried by 4 ayes, 0 nays, 3 absent.
- **Set Public Hearing Date for FY2024-25 Budget & Appropriations Ordinance:** Meeting will be held August 16, 2023 at 6 p.m. before the Regular Board meeting. Trustee Bayer made a motion to accept and Trustee Allen seconded. Motion carried by unanimous vote.
- **Secretary's Review of Closed Meeting Minutes:** Trustee Benoit made a motion to keep closed meeting minutes closed. Trustee Allen seconded the motion. Motion carried by unanimous vote.
- **Non-Resident Card Fee for FY2023-24:** Director DePatis discussed mathematical formula to determine the cost for a non-resident patron card. The cost would be \$193.00 for the upcoming fiscal year beginning July 1, 2023. Trustee Hawkins made a motion to approve and Trustee Benoit seconded. Motion carried by unanimous vote.

COMMUNICATIONS/CORRESPONDENCE: None

ADJOURNMENT:

At 6:40 p.m. Trustee Hawkins 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, July 19th at 6:00 p.m.

Respectfully Submitted,

Madonna Benoit
Secretary

Marie Cowden
Recording Secretary