

Bradley Public Library
Board of Trustees
Regular Meeting – September 20, 2023
Frances Wertz Conference Room

Vice President Edme called the meeting to order at 6:07 p.m.

Trustees Present: Nick Allen, Madonna Benoit, Lucson Edme, Brandon Hawkins, Ellie Rorabaugh

Trustees Absent: Karen Bayer, Liz Yolich

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

APPROVAL OF MINUTES:

Trustee Hawkins made a motion to accept the minutes of the August 16, 2023 Public Hearing meeting and Trustee Rorabaugh seconded. The motion carried by unanimous vote.

Trustee Allen made a motion to accept the minutes of the August 16, 2023 Regular Library Board meeting and Trustee Hawkins seconded. The motion carried by unanimous vote.

PUBLIC COMMENT: None

FINANCIAL REPORT AND APPROVAL OF VENDOR PAYMENTS:

Trustee Benoit made a motion to accept the Treasurer's Report as submitted and to accept Vendor Payments in the amount of \$41,124.96 for the month of August 2023. Trustee Hawkins seconded the motion. Motion carried by roll call of 5 ayes, 0 nays, 2 absent.

DIRECTOR'S REPORT:

(Statistical Reports Attached)

Director DePatis stated the following:

- **Building/Maintenance:** We received a chair/loveseat from Helen Plum Library in Lombard for our Youth Services Department. This was through the RAILS Free Board. We are working on getting quotes for parking lot sealing. Sealing usually requires the Library to close for a day.
- **Programs:** Youth Services staff attended open houses at Bradley East and West in August. Fall programs for both adults and children started the week after Labor Day. We gave out 3 Narcan kits in August.
- **Continuing Education:** Director DePatis completed another Paid Leave for All Workers Act webinar.
- **Personnel:** Joe Schripsema resigned his PT Circulation position. Deanna Vent was hired as a PT evening Circulation Clerk. Info Services Coordinator Christina Loraine and Clerk Lori Gayton have been added as notaries.
- **Technology:** The 2018 BBCHS yearbook has been added to Biblioboard, and there were 1,225 BBCHS yearbook views in August. The eRead Illinois platform change to Boundless should be completed at the end of September. Once that is complete, we will announce the eRead Illinois availability to the community.
- **Legal:** The 2% Building & Maintenance Levy and FY2024-25 Budget & Appropriations Ordinance were filed with the Kankakee County Clerk. The FY2024-25 Budget & Appropriations Ordinance and Truth in Taxation Hearing notices were published in the Daily Journal. The FY2022-23 Illinois Public Library Annual Report was completed. The accountants visited the Library on September 9 to conduct checks for the FY2022-23 audit. New this year is a GASB rule that counts software as an asset. We opted not to do this due to the cost involved. It will be noted on our audit but will not count against us.
- **Grants:** The final report for the FY2023 Project Next Generation grant was completed. The FY2024 Project Next Generation grant has been started with orders being placed for equipment and advertising for Teen Technology Ambassadors.

COMMITTEE REPORTS:

- **Friends of the Library:** A book sale will be held Friday, October 27th from 9-5:30 and Saturday, October 28th from 9-12:00. Youth volunteers will be assisting with set up to fulfill their service hour obligations required from various clubs and organizations. Strings in the Stacks is scheduled for Friday, December 8th and a Santa visit is planned for Saturday, December 2nd. The next Friends of the Library meeting is scheduled for Wednesday, October 11th.

UNFINISHED BUSINESS:

- **Banking and Investments Update:** CD opened at Midland & People's Bank. Account is now closed at Commonwealth.

NEW BUSINESS:

- **Approve FY2024-25 Levy Ordinance (23-03)** Trustee Allen made a motion to approve and Trustee Rorabaugh seconded. Motion carried by unanimous vote.
- **FY2022-23 Annual Report Review:** Tabled until October meeting.
- **Director's Evaluation:** Evaluation distributed to Trustees; completed forms due to Trustee Bayer's mailbox by October 9th.
- **Health Insurance Renewal:** Director DePatis presented options and topic discussed. Trustee Hawkins made a motion to keep current plan of Blue Cross/Blue Shield and to increase employee contribution \$4.00 more a week effective in October. Trustee Benoit seconded the motion. Motion carried by roll call of 5 ayes, 0 nays, 2 absent.
- **Resolution 23-01 LIMRiCC Administrative Updates:** IGA Administrative Resolution includes mostly clerical updates such as the update of LIMRiCC's address, removal of wording that no longer applies, and updating acronyms. Resolution 23-01: Amending the Amended Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination to allow for Administrative Amendments to the Intergovernmental Agreement. Trustee Edme made a motion to approve Resolution 23-01 LIMRiCC Administrative Updates and Trustee Hawkins seconded. Motion carried by unanimous vote.
- **Resolution 23-02 LIMRiCC Substantive Updates:** IGA Substantive Resolution includes new member procedures, requirements of a terminating member, mandatory LIMRiCC sponsored meetings, and a late fee for PHIP payments. Resolution 23-02: Amending the Amended Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination to allow for Substantive Amendments to the Intergovernmental Agreement. Trustee Allen made a motion to approve Resolution 23-02 LIMRiCC Substantive Updates and Trustee Edme seconded. Motion carried by unanimous vote.
- **Trustee Education: Serving Our Public 4.0:** Director DePatis informed Trustees that for the October meeting, Intro-Chapter 6 would be discussed and in November Chapters 7-13 would be discussed.

COMMUNICATIONS/CORRESPONDENCE: Director DePatis read to Trustees an anonymous thank you card sent to the Library expressing appreciation of our summer reading program.

Director DePatis addressed Trustee Hawkins questions regarding the Library Teen Zone from the August meeting. Director DePatis explained that there are other areas in the library for adult use including study rooms and tables. Parents and other adults were hanging out in the Teen Zone discouraging teens from visiting the Teen area.

ADJOURNMENT:

At 6:49 p.m. Trustee Benoit made a motion to adjourn. Trustee Hawkins seconded the motion and motion carried by unanimous vote.

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

Respectfully Submitted,

Madonna Benoit
Secretary

Marie Cowden
Recording Secretary