

Bradley Public Library
Board of Trustees
Regular Meeting – October 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, Brandon Hawkins, Liz LaMore, Ellie Rorabaugh

Trustees Absent: Nick Allen

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

APPROVAL OF MINUTES:

Trustee Edme made a motion to accept the minutes of the September 20, 2023 Public Hearing meeting and Trustee Rorabaugh seconded. The motion carried by unanimous vote.

Trustee Edme made a motion to accept the minutes of the September 20, 2023 Regular Library Board meeting and Trustee LaMore seconded. The 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 \$33,675.31 for the month of September 2023. Trustee Benoit 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:

- **Building/Maintenance:** Toilet paper holder in women's restroom was damaged and replaced. There was a low pressure issue with the sprinkler compressor that was fixed by Matco. We are postponing the parking lot sealing until Spring due to lack of available dates.
- **Programs:** Adult and Children's programs have been going well. We gave out 2 Narcan kits in Sept. before running out. We are waiting for more kits from the Kankakee County Health Dept.
- **Continuing Education:** Director DePatis completed another Paid Leave for All Workers Act webinar through RAILS and HR Source. DePatis attended HR Source Library Peer Hub web meetings on Sept. 21 and Oct. 12, PrairieCat Delegates meeting in LaSalle on Oct. 18, and required IMRF training on Sept. 26. Library Assistants Deb Boersma and Kindra Morrison and Access Services Coordinator Marie Cowden attended the day long PUG Day (PrairieCat Users Group) mini-conference at Waubensee Community College. Youth Services Coordinator Sarah Hartman and Assistant Cassidy Elmer attended STEM and makerspace for youth workshops at the Museum of Science and Industry on Sept. 26. Coordinators Cowden, Harman, and Loraine attended an ATLAS Middle Manager workshop on Oct. 10. There is a ½ day staff in-service scheduled for 1pm on Oct. 20.
- **Personnel:** Ashley Suryk was hired as a PT evening/weekend Circulation Clerk.
- **Technology:** Biblioboard had 977 yearbook views in September.
- **Legal:** The FY2024-25 Levy Ordinance was filed with the Kankakee County Clerk. The FY2022-23 ILLINET Interlibrary Loan and Reciprocal Borrowing Survey was completed.
- **Grants:** The first quarterly report for the FY2024 Project Next Generation grant was filed. Makerspace equipment has been ordered and programs have begun.

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. Friends of the Library purchased Amazon Prime renewal for the Library for \$179.00. Meijer donated a \$100 gift card to the Library and it will be used to purchase cookies and a craft for Santa's visit on December 2nd and for cookies/refreshments for Strings in the Stacks on December 8th. Friends is also donating \$200 to the Youth Services Department program Mammals & More scheduled for March 25, 2024.

UNFINISHED BUSINESS:

- **Trustee Education: Serving Our Public 4.0:** Director DePatis reviewed Chapters 1-6 of Serving Our Public 4.0 with Trustees.
- **FY2022-23 Annual Report Review:** Director DePatis presented the report and noted the comparison of number of visitors, circulation statistics, and programs from the previous year (FY2021-22).

NEW BUSINESS:

- **FY2022-23 Audit:** Director DePatis distributed and encouraged Trustees to ask any questions they may have regarding audit.

EXECUTIVE SESSION:

At 6:41 p.m. Trustee Benoit made a motion to move into Executive Session and Trustee Edme seconded. Motion carried by unanimous vote.

At 7:09 p.m. President Bayer declared Executive session concluded and meeting returned to open session.

- **Employment of specific employee(s): Director Evaluation and Salary**
Director DePatis' evaluation and salary discussed. Trustee Hawkins made a motion to award her a 3% salary increase and Trustee LaMore seconded. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.

COMMUNICATIONS/CORRESPONDENCE: Trustee Bayer informed Trustees that she had received a letter from a former employee of the Bradley Public Library and would email it to anyone interested in reading it.

ADJOURNMENT:

At 7:12 p.m. Trustee Edme made a motion to adjourn. Trustee Rorabaugh seconded the motion and motion carried by unanimous vote.

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

Respectfully Submitted,

Madonna Benoit
Secretary

Marie Cowden
Recording Secretary