

**Bradley Public Library**  
**Board of Trustees**  
**Regular Meeting – November 15, 2023**  
**Frances Wertz Conference Room**

President Bayer called the meeting to order at 6:02 p.m.

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

**Trustees Absent:** Liz LaMore

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

**APPROVAL OF MINUTES:**

Trustee Edme made a motion to accept the minutes of the October 18, 2023 Regular Board meeting and Trustee Rorabaugh seconded. The motion carried by unanimous vote.

Trustee Edme made a motion to accept the minutes of the October 18, 2023 Executive Session and Trustee Hawkins 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 \$33,901.16 for the month of October 2023. Trustee Edme 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:

- **Programs:** Bradley PL participated in the KIA Trunk or Treat event and gave out treats to a crowd of about 300. The Tiny Art Show has 56 entries with judging by the community going on. When adjusted for population, Bradley PL consistently has the highest per capita circulation of materials in the area.
- **Continuing Education:** Director DePatis completed *Navigating the Legal Landscape of Social Media* webinar. Information Services Coordinator Christina Loraine and Assistant Kindra Morrison attended the Illinois Library Association Annual Conference in Springfield from October 24-26. A ½ day staff in-service was held on Oct. 20 which included training on the new PrairieCat public online catalog, Vega.
- **Personnel:** Mckenna Jones was hired as a PT day/weekend Circulation Clerk. Andrea Martinez and Chuck Osenasak resigned. Two Teen Ambassadors were hired. Cassidy Steinke is becoming a notary.
- **Technology:** Biblioboard had 468 yearbook views in October. We added 3 hotspots to our circulating collection in response to community need.
- **Legal:** The FY2022-23 audit was sent to Peoples Bank per our mortgage agreement.
- **Grants:** The FY2023-24 erate form 486 confirming the start of service was completed. The request for reimbursement for erate FY2022-23 was submitted.

**COMMITTEE REPORTS:**

- **Friends of the Library:** Trustee Bayer stated the October book sale was a success and a profit was made. Plans were moving forward for upcoming events including Strings in the Stacks and Santa visit in December and Mammal program in March 2024. The next Friends of the Library meeting will be in March 2024.
- **Personnel Committee:** Committee met and discussed the upcoming Paid Leave for Worker's Act which is being implemented on January 1, 2024. Rules for the Act will be completed by March 31, 2024.

## **UNFINISHED BUSINESS:**

- **Trustee Education: Serving Our Public 4.0:** Director DePatis reviewed Chapters 7-13 of Serving Our Public 4.0 with Trustees.
- **FY2022-23 Audit:** Director DePatis inquired if any Trustees had any questions regarding the audit that was distributed during the October Board meeting. No questions were asked by Trustees.

## **NEW BUSINESS:**

- **2024 Meeting Dates Resolution 23-03:** The regular meetings of the Board of Trustees of the Bradley Public Library District were presented for calendar year 2024. Motion was made by Trustee Allen to approve and Trustee Benoit seconded. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Staff Bonuses:** Topic discussed and recommendation made to award staff members a \$75.00 bonus this year. Newly hired staff members will receive a \$25.00 bonus this year due to being newly hired. Trustee Edme made a motion to approve and Trustee Allen seconded. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Bradley Christmas Parade:** Bradley Public Library will be participating in the annual evening parade on December 1, 2023 at 6:30 p.m. Director DePatis stated plans are in process and encouraged anyone that would like to help to contact her.
- **December Meeting Cancellation:** Topic discussed and Trustee Rorabaugh made a motion to approve the cancellation of the December 2023 board meeting and Trustee Hawkins seconded. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Personnel Policy Update: Sec. 5, Pt. 1: Employee Classification:** Documentation distributed and discussed and policy will be reviewed by HR Source. Trustee Allen made a motion to approve employee classification update effective January 1, 2024 and Trustee Edme seconded. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Personnel Policy Update: Sec. 5, Pt. 8-3: Leaves of Absence, Vacation:** Documentation distributed and discussed and policy will be reviewed by HR Source. Trustee Hawkins made a motion to approve leaves of absence, vacation update effective January 1, 2024 and Trustee Benoit seconded. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Personnel Policy Update: General Paid Leave:** Documentation distributed and discussed and policy will be reviewed by HR Source. Trustee Bayer made a motion to approve general paid leave update effective January 1, 2024 and Trustee Hawkins seconded. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Personnel Policy Update: Personal Days:** Documentation distributed and discussed and policy will be reviewed by HR Source. Trustee Rorabaugh made a motion to approve personal days update effective January 1, 2024 and Trustee Allen seconded. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.

**COMMUNICATIONS/CORRESPONDENCE:** Trustee Bayer stated letters were received from children who frequent the library expressing their appreciation.

## **ADJOURNMENT:**

At 6:45 p.m. Trustee Bayer 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, January 17, 2024 at 6:00 p.m.

Respectfully Submitted,

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Madonna Benoit  
Secretary

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Marie Cowden  
Recording Secretary