

Bradley Public Library
Board of Trustees
Regular Meeting – January 17, 2024
Drassler Meeting Room

President Bayer called the meeting to order at 6:04 p.m.

Trustees Present: Nick Allen, Karen Bayer, Madonna Benoit (arrived 6:14 p.m.), Lucson Edme, Brandon Hawkins, Liz LaMore, Ellie Rorabaugh

Trustees Absent: None

Also Present: Jodie DePatis, Director, Lori Gayton, Employee, Julie Quinn, Employee, Alex Quinn, Andrea Martinez, Marie Cowden, Recording Secretary

APPROVAL OF MINUTES:

Trustee Hawkins made a motion to accept the minutes of the November 15, 2023 Regular Board meeting and Trustee LaMore seconded. The motion carried by unanimous vote.

PUBLIC COMMENT: Bradley Public Library employees, Lori Gayton and Julie Quinn distributed letters to Board members and discussed scheduling concerns.

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 \$48,863.18 for the month of November 2023. Trustee LaMore seconded the motion. Motion carried by roll call of 7 ayes, 0 nays, 0 absent.

Trustee Bayer made a motion to accept the Treasurer's Report as submitted and to accept Vendor Payments in the amount of \$44,343.43 for the month of December 2023. Trustee Edme seconded the motion. Motion carried by roll call of 7 ayes, 0 nays, 0 absent.

DIRECTOR'S REPORT:

(Statistical Reports Attached)

Director DePatis stated the following:

- **Programs:** The Kankakee County Health Department delivered a Narcan dispenser for our vestibule. Information Services Coordinator Christina Loraine posted about it on Facebook, and we subsequently got an article in The Daily Journal about the program. The amount of Narcan we are giving out has increased since the Facebook post and article. A winter mobile food pantry was held on December 21 with 124 families served. Booklist Reader is replacing Book Page as our book review publication given out to patrons starting in January. Anyone who visits the library in February (Library Lovers Month) will be able to put their name in a drawing to be featured on one of the 5 READ posters hanging in the circulation area.
- **Continuing Education:** Director DePatis attended the December HR Source Peer Hub via Zoom. Youth Services Coordinator Sarah Hartman completed 5 hours of continuing education.
- **Personnel:** PT Circulation Clerk Dee Vent was promoted to PT Youth Services Assistant. Marlena Kalafut who created the monthly adult take and make craft resigned in December which concludes the adult take and make craft program. Annual reviews have been completed for all of the support personnel in the Access Services, Youth Services, and Information Services Departments.
- **Technology:** The changeover to the new PrairieCat online catalog for the public, Vega, was completed at the end of November.
- **Legal:** The 2024 meeting dates were published in The Daily Journal. The 2022-23 Audit availability notice was published in The Daily Journal. The 2022-23 Audit and AFR copies, and FY2022-23 Annual

Receipts and Disbursements report were filed with the Kankakee County Clerk. The 2024 Annual Certification for the Illinois State Library has been completed.

- **Grants:** The FY2024 Project Next Generation quarterly report has been submitted. Additional PNG equipment purchases including new Sphero robots have been made. We will be participating in the Ross stores fundraiser again this year in February-March. Funds raised are used for projects in the youth services department.

COMMITTEE REPORTS:

- **Friends of the Library Liaison:** Trustee Bayer stated the December program Strings in The Stacks was successful with 60 people attending and also reported on the success of the December Santa visit with 114 people attending. Meijer donated a \$100.00 gift card to the library that was used to pay for refreshments and cookies for both programs. An additional \$100.00 was spent from the Friends budget to fund the craft projects completed during the Santa visit. Trustee Bayer reported financial figures for the October book sale of \$712.02 plus an additional \$73.00 paid through Square Pay. Plans are moving forward for the upcoming Mammal program in March and the Friends plan on funding half the cost of the program which is \$200.00. The ending balance for the Friends of the Library budget is \$3,115.02.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- **Secretary's review of closed meeting minutes:** Trustee Benoit made a motion to keep closed meeting minutes closed. Trustee Edme seconded the motion. Motion carried by roll call of 7 ayes, 0 nays, 0 absent.

EXECUTIVE SESSION:

- **The appointment, employment, compensation, discipline, performance, or dismissal of specific employees:** At 6:24 p.m. Trustee Allen made a motion to go into Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Trustee Hawkins seconded the motion. Motion carried by unanimous vote. At 8:14 p.m. President Bayer declared Executive session concluded and meeting returned to open session.

COMMUNICATIONS/CORRESPONDENCE: Library staff wrote a thank you card expressing appreciation for the Christmas bonuses.

ADJOURNMENT:

At 8:15 p.m. Trustee Hawkins 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, February 21, 2024 at 6:00 p.m.

Respectfully Submitted,

Madonna Benoit
Secretary

Marie Cowden
Recording Secretary