

Bradley Public Library
Board of Trustees
Regular Meeting – April 17, 2024
Francis Wertz Conference Room

President Bayer called the meeting to order at 6:04 p.m. and appointed Trustee Rorabaugh as acting Secretary. Trustee Edme arrived at 6:07 p.m. and was appointed acting Secretary in place of Trustee Rorabaugh.

Trustees Present: Nick Allen, Karen Bayer, Lucson Edme (arrived 6:07 p.m.), Brandon Hawkins, Liz LaMore, Ellie Rorabaugh

Trustees Absent: Madonna Benoit

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

APPROVAL OF MINUTES:

Trustee LaMore made a motion to accept the minutes of the February 21, 2024 Regular Board meeting and Trustee Hawkins seconded. The motion carried by unanimous vote.

Trustee Hawkins made a motion to accept the minutes of the February 21, 2024 Executive Session 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 \$32,007.33 for the month of February 2024. Trustee Hawkins seconded the motion. Motion carried by roll call of 6 ayes, 0 nays, 1 absent.

Trustee Bayer made a motion to accept the Treasurer's Report as submitted and to accept Vendor Payments in the amount of \$27,649.48 for the month of March 2024. Trustee Rorabaugh 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:** Summer lunch program application has been submitted to the Northern Illinois Food Bank. The program will run 11:30am-1pm, Monday-Thursday from June 3 through August 9. The summer food pantries are scheduled from 5-6:30pm on June 12, July 24, and August 15. The annual Say Yes to the Prom Dress event was scheduled for March 23-24 and April 6. A total of 79 students attended the event. Through the StarNet SEAL program, Adler Planetarium, and Senator Patrick Joyce, we gave out over 600 pairs of eclipse glasses prior to the April 8th event.
- **Technology:** Received a letter from the US Department of Education Office for Civil Rights that aspects of our library website are not in compliance with ADA regulations. We will be voluntarily reviewing and correcting any ADA issues.
- **Continuing Education:** Director DePatis attended HR Source Peer Hub on March 21. DePatis also participated in a Univ. of Maryland PhD project researching the effects of fine free policies in public libraries. They focused on Illinois public libraries due to having a concentration of early adopters of fine free policies. We closed at 2pm on April 12 for a general staff meeting and to complete annual sexual harassment training.
- **Grants:** Updated SAM registration with the federal government to remain eligible for federal grant money. The FY24 Project Next Generation quarterly report was completed. The erate 470 and 471

forms were completed for FY2024-25. Em3 Networks was the low bid for the public Internet service. We will be increasing speed from 200 Mbps to 500 Mbps and reducing the monthly pre-discount cost by \$400 starting July 1.

- **Building:** On Feb. 23, Precision Piping fixed the corroded pipes and valves discovered during the Aqua water meter exchange. Annual fire alarm inspection was completed by Protection Associates on April 2. The carpets in the main area were cleaned on April 13 by Brite Swipe. Annual fire sprinkler inspection is scheduled for May 9.
- **Personnel:** Hired Diane Previti-Tirilis as an evening/weekend Circulation Clerk. Circulation Clerk Mckenna Jones resigned as of April 11, and Youth Services Assistant Cassidy Elmer has resigned effective April 30. The circulation position has been posted, and the Youth Services position will be posted as soon as a review of department needs is complete. Two of three manager’s reviews have been completed.
- **Services:** Cassidy Steinke, evening/weekend Circulation Clerk, is now a notary. The adult fiction, juvenile fiction, and large print collections have been weeded with help from Karen Bayer.

COMMITTEE REPORTS:

- **Friends of the Library:** Trustee Bayer stated plans for an upcoming book sale on April 26th and April 27th. She updated Trustees on the following financial figures for the Friends Group:

Beginning Balance:	\$3,115.02	<u>*Summer</u>	Mocktails:	\$196.00
Purchase of 4 Tables	- 2,000.00	<u>Reading:</u>	Olivet Planetarium:	250.00
Summer Reading Donation:	- <u>812.00*</u>		Adler Planetarium:	116.00
Ending Balance:	\$ 303.02		Adult Basket Gift Cards:	<u>250.00</u>
			Total	\$812.00

UNFINISHED BUSINESS:

- **Statement of Economic Interests:** Trustee Bayer reminded Trustees of the May 1st deadline to complete Statement of Economic Interests for individuals still needing to complete.

NEW BUSINESS:

- **Commercial/Liability Insurance Renewal Options:** Director DePatis stated that insurance renewal would be effective on May 1st and the library will remain with Cook Kocher Insurance Group, Inc. Premiums and deductibles are both increasing due to industry-wide economic and environmental factors.
- **Approval for Disposal of Executive Session Recordings for 3/16/22 & 6/15/22:** Trustee LaMore made a motion to approve disposal of executive session recordings for 3/16/22 and 6/15/22 and Trustee Allen seconded. Motion carried by unanimous vote.
- **Set Date for Decennial Committee Meeting:** The next date for the Decennial Committee meeting will be May 15, 2024 at 6:45p.m. after the regularly scheduled board meeting.

EXECUTIVE SESSION:

- **The appointment, employment, compensation, discipline, performance, or dismissal of specific employees:** At 6:32 p.m. Trustee LaMore 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 Rorabaugh seconded the motion and motion carried by unanimous vote. At 6:36 p.m. President Bayer declared Executive session concluded and meeting returned to open session.

COMMUNICATIONS/CORRESPONDENCE: None

ADJOURNMENT:

At 6:37 p.m. Trustee Rorabaugh 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, May 15, 2024 at 6:00 p.m.

Respectfully Submitted,

Lucson Edme
Acting Secretary

Marie Cowden
Recording Secretary