

Bradley Public Library
Board of Trustees
Regular Meeting August 21, 2024
Drassler Conference Room

President Bayer called the meeting to order at 6:01 p.m.

Trustees Present: Karen Bayer, Madonna Benoit, Lucson Edme (Arrived 6:15), Brandon Hawkins, Liz LaMore, Ellie Rorabaugh

Trustees Absent: Nick Allen

Also Present: Jodie DePatis, Director, Marie Cowden, Recording Secretary, Sarah Hartman, Lauren, Stephen, and Blake Bleyle, Kelly Molohon, Lori Gayton

APPROVAL OF MINUTES:

Trustee Hawkins made a motion to accept the minutes of the July 17, 2024 Regular Board meeting. Trustee Benoit seconded and the motion carried by unanimous vote.

Trustee Rorabaugh made a motion to accept the minutes of the July 17, 2024 Executive Session. Trustee Benoit seconded and the motion carried by unanimous vote.

PUBLIC COMMENT: The following people spoke: Sarah Hartman, Lori Gayton, Kelly Molohan, and Lauren Bleyle

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 \$43,330.01 for the month of July 2024. Trustee LaMore seconded and motion carried by roll call of 5 ayes, 0 nays, 2 absent.

DIRECTOR'S REPORT:

(Statistical Reports Attached)

Director DePatis stated the following:

- **Programs:** The former Youth Services Coordinator took the library provided calendar with program information on it so there are no statistics for the youth department for July. National Night Out was held August 6th with Info. Service Coordinator Christina Loraine, Youth Services Assist. Dee Vent, and Director Jodie DePatis manning a table with games and give aways. The final summer mobile pantry with the Northern Illinois Food Bank was held August 15th and served 101 families. Fall programs are being finalized. Adult programs are ready to start in early September and youth programs are expected to begin in late September.
- **Grants:** The FY24 Project Next Generation encumbrance report was completed. The FY2024-25 erate form 486 confirming start of service was completed.
- **Building:** Outside building locks were changed August 1st. A new bike rack has been ordered to replace the existing rusted bike rack. Drassler Room carpets were cleaned by Brite Swipe on August 20th. Art's Landscaping has completed the landscaping updates along Fulton and North Streets. The HVAC system for the Weakly Room had a capacitor replaced.
- **Legal:** The Budget & Appropriations notice was published in The Daily Journal, and the proposed FY2025-26 budget was posted.
- **Personnel:** Laura Burkhalter was hired as a PT Circulation Clerk. Britini Broughton has been hired as a PT Youth Services Assistant to start September 4th.
- **Continuing Education:** Information Services Coordinator Christina Loraine attended a webinar on Project Outcome which is a free survey program developed by the Public Library Association. Director

DePatis attended the quarterly PrairieCat delegates meeting via Zoom on July 31st and the HR Source HR Peer Group on August 15th.

COMMITTEE REPORTS:

- **Finance Committee:** A future meeting is planned as Nick Allen was absent.

UNFINISHED BUSINESS:

- **Door Counter Replacement:** Director DePatis informed Trustees that the current door counter was no longer working. She presented two options for replacement and Trustees agreed upon purchase of the cheaper option that will provide 80% accuracy.

NEW BUSINESS:

- **FY2025-26 Budget & Appropriations Ordinance (24-02):** Director DePatis distributed and Trustee Rorabaugh made a motion to approve. Trustee Edme seconded and motion carried by roll call of 6 ayes, 0 nays, 1 absent.
- **Proposed FY2025-26 Levy:** Director DePatis distributed and discussed. She informed Trustees of the proposed levy to be an increase of 4.9% as recommended by the Finance Committee.
- **Secretary's Audit of FY2023-24 Minutes:** Trustees Rorabaugh and Bayer assisted in making sure all FY2023-24 approved minutes were signed off on and in good order.
- **2025 Consolidated Election Information:** Director DePatis informed Trustees and distributed packets for the April 2025 election. She informed the following Trustees that they would need to run in April: Brandon Hawkins, Ellie Rorabaugh, and Liz LaMore. She stated that they would need to submit a petition with at least 14 signatures, a statement of candidacy, and a statement of economic interests. She stated that paperwork will be due between November 12-18, 2024 and Trustees can begin obtaining petition signatures now.
- **Disposal of Surplus Equipment:** Director DePatis requested approval of her plan to obtain permission from the State Library to transfer ownership of two 3-D printers that were purchased through a Grant in 2019 & 2021. New updated printers were recently purchased and the plan is to give the two older printers to another Library in need.
- **Parking Lot Maintenance:** Director DePatis informed Trustees that the Library parking lot is in need of resurfacing and needs to be completed by the end of October. She presented quotes for the job and Trustees were unanimous with the decision to hire the cheaper quote. She stated the company will seal coat and re-stripe the entire parking lot.
- **Health Insurance Renewal:** Director DePatis informed Trustees that the health insurance renewal for full-time employees is on October 15th. She stated that Gwen Hopkins with the Hopkins Group was retiring from group insurance administration and the renewal would be handled by Jason Regas. She distributed information and stated a 15% increase from last year with the current plan. An option to switch to a Blue Cross Blue Shield limited network plan is available providing the same benefits with a lower cost than last year, but with a smaller network of providers. Staff members affected were informed and stated they were okay with the change. Trustees agreed to provide the limited network policy at the same cost to employees as this year and to offer the larger network plan as an option with an additional cost to the employees choosing it. Trustees will revisit the amount of the additional cost for the larger network at the September meeting.

EXECUTIVE SESSION:

- **The appointment, employment, compensation, discipline, performance, or dismissal of specific employees:** At 6:50 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 Benoit seconded the motion and motion carried by unanimous vote. At 7:24 p.m. President Bayer declared Executive session concluded and meeting returned to open session.

COMMUNICATIONS/CORRESPONDENCE: None

OTHER: A comment was made by Trustee Rorabaugh regarding Library staff possibly wearing name tags.

ADJOURNMENT:

At 7:26 p.m. Trustee Hawkins 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, September 18, 2024 at 6:00 p.m.

Respectfully Submitted,

Madonna Benoit
Secretary

Marie Cowden
Recording Secretary