South Beloit Public Library
Board of Trustees Meeting Minutes
630 Blackhawk Blvd. South Beloit, IL 61080

Call to Order:
- President Jose Alarcon called the September 9, 2024 meeting to order at 7:00 p.m.

Roll Call:
- Present and answering the roll call were Trustees Jose Alarcon, Emily Sager, Crystal Ellis, Margie Bertholomey, Paula Richeson, Stephanie Kohl, and Dan Arbiture. Trustees Duane Farnsworth and Michelle Matthys were absent. Also in attendance was Brenda Weinberg, Director of Library.

Election of Officers
- Secretary Crystal Ellis administered the Oath of Office to new board member, Stephanie Kohl.

Approval of Agenda:
- Margie Bertholomey made a motion to approve the agenda. It was seconded by Paula Richeson and approved by unanimous voice vote.

Public Comment: N/A

Approval of Minutes:
- Paula Richeson made a motion to accept the approval of the minutes of August 12, 2024. The motion was seconded by Margie Bertholomey and approved by a unanimous voice vote.

Treasurer's Report:
- Brenda presented the treasurer's report for Duane.
    - City of South Beloit is changing how checks will be printed through Tyler Technologies.
- We should have spent no more than 67% of our budget, if we did straight line budgeting, and we are at 45%.
- We are at 23% of expected revenues.

Approval of the Bills Part 1:
- A unanimous roll call vote approved the payment of bills totaling $18,371.96, following a motion by Dan Arbiture and a second by Emily Sager.

Librarian's Report:
- 23 new library card holders were added
- In-Library Programs: 69 participants between: Little Builders Club, Lego Club, Storytime for Littles, Preschool Storytime
- Adult Programs: 30 participants between: Book Club, Sci-Fi/Fantasy Book Club, Feature Film Fan Club
- Passive Programming: 111 participants
- Outreach: 468 participants

- Heather was trained on data entry verification for new patron applications.
- Brenda received and shared the links with staff for the new statewide EBSCO database package subscription made available by the Illinois State Library.
- Brenda met with Stephanie Kohl for Trustee Orientation.
- Brenda met with Jessica Austin from the Stateline Community Foundation regarding early literacy initiatives.
- The new tables for the board room and open library arrived.
- Brenda watched the RAILS webinar Creating Accessible PDFs. 1 hr
- Brenda met with Don Elliot at City Hall regarding the City's new accounting software program.
- Brenda met with Brent Usedom and Abby Yenni about the software program Archive Social for archiving the library's social media accounts following OMA requirements.
- Brenda's shared her 2024 Self-Generated Goals

Communications:
- N/A

Old Business:
- N/A

New Business:
- The FOIA Policy was discussed. Pieces were revised and updated. Margie Bertholomey motioned with a second from Paula Richeson to approve the FOIA Policy which was approved by a roll call vote.
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- The Disposal of Surplus Property Policy was discussed. Paula Richeson motioned with a second from Dan Arbiture to approve the Disposal of Surplus Property Policy which was approved by a roll call vote.

- The Materials Selection Policy was discussed. Emily Sager motioned with a second from Margie Bertholomey to approve the Materials Selection Policy which was approved by a roll call vote.

- The 2025 Holiday Schedule was discussed. Paula Richeson motioned with a second from Dan Arbiture to approve the 2025 Holiday Schedule which was approved by a roll call vote.

- Snow Removal Quotes for 2024-2025 were discussed. Paula Richeson motioned with a second from Margie Bertholomey to approve the quote from Professional Images Quote ending May 1, 2025 which was approved by a roll call vote.

- The 42 Tech Solutions Quote #22737 for 5 PCs was discussed. Emily Sager motioned with a second from Paula Richeson to approve the 42 Tech Solutions quote for $5,414.40 which was approved by a roll call vote.

- PerCapita Grant Requirements for FY 2024- Serving our Public 4.0 Chapters 1-4: The board discussed the chapters. The Strategic Plan helps meet the requirements listed.

- The board watched and discussed Trustee Short Takes on Board Self Evaluation.

Approval of the Bills Part 2:
A unanimous roll call vote approved the payment of bills totaling $5,414.40, following a motion by Emily Sager and a second by Paula Richeson. Bills from part 1 and 2 for the month totaled $23,786.36.

Trustees Comments:
- N/A

Adjourn:
- The meeting concluded at 8:05 p.m. following a motion by Paula Richeson and a second by Emily Sager which was unanimously approved through a voice vote.

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Jose Alarcon, President

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Crystal Ellis, Secretary