

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

**Call to Order:**

- President Emily Sager called the September 8, 2025 meeting to order at 7:00 p.m.

**Roll Call:**

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

**Oaths of Officers**

- Oaths of Office for Officers and Trustees:
  - Secretary Crystal Ellis administered the Oath of Office to Jose Alarcon.

**Approval of Agenda:**

- Margie Bertholomey made a motion to approve the agenda. It was seconded by Stephanie Kohl and approved by unanimous voice vote.

**Public Comment:**

- N/A

**Approval of Minutes:**

- Dan Arbiture made a motion to accept the approval of the minutes of August 11, 2025. The motion was seconded by Stephanie Kohl and approved by a unanimous voice vote.

**Treasurer's Report:**

- Previously Outstanding checks now cashed: none
- Current Outstanding checks from Aug 2025 Bills:  
Check #21514 for \$125 to Talcott Free Library District for SRP pool party
- If we did straight line budgeting, we would expect to be at 67% of expenses at the end of August. Overall, we are at 47% for expenses without the renovation and 14% with it factored in and 69% for expected revenues.

**Approval of the Bills:**

- A unanimous roll call vote approved the payment of bills totaling \$29,672.43 following a motion by Margie Bertholomey and a second by Dan Arbiture.

**Librarian's Report:**

- Statistics:
  - In-Library Programs: 672 participants
- Passive Programming: 205 participants

- Outreach: 634 participants
  - Nature at the Confluence - Brenda - 30 participants
  - Clark Pre-K Back to School - Brenda - 65 participants
  - Clark K/1 Back to School - Brenda - 86 participants
  - Riverview - Danielle - 190 participants
  - Blackhawk Elementary (middle school) - Heather - 66 participants
  - National Night Out - Danielle and Elaine - 108 participants
  - SB Lion's Club Corn Boil - Brenda - 59 participant
  
- Administration:
  - Brenda, Heather, and Melissa met with Danielle Borst from Angus Young regarding the renovation
  - Brenda coordinated with Duane to establish the ICS with First National Bank and Trust
  - Brenda and Elaine met with Amy Wolski from Revive Creative for the website redesign project
  - Brenda watched the RAILS Minute Aug 20, 2025 webinar
  - Brenda, Danielle, Elaine, and Melissa met with Danielle Borst from Angus Young
  - Brenda coordinated with Duane for updating signature cards at the financial institutions
  - Brenda met with WCHD for promoting the naloxone red box available at the library for a community promotion video
  - Brenda reached out to wildlife removal services for pest removal (groundhog)
  
- Staff
  - Brenda, Melissa, and Elaine worked on the early literacy backpacks and revised nature backpacks
  - Ameer Claire - RAILS - The Road to Reading Starts at the Library
  - Melissa, Heather, Danielle, Elaine, Brenda - The University of Wisconsin - Madison The Information School - Basic Spanish for Library Workers
  
- Other
  - Brenda discussed the safety survey report from IPMG - Insurance Program Managers Group. She shared updates, such as moving ladders to the shed, which have been completed to ensure compliance. Building address on building will be addressed.

**Communications:**

- IL Office of the Secretary of State - Library Grants to Increase Safety
  - There is legislation going into effect January 1, 2026, library grants can be used for safety, like security cameras. Brenda will look into this further.

**Old Business:**

- Angus Young - Interior Renovation Plan Updates
  - Angus Young is hoping to be at the October meeting to present a plan to the board. If approved, then can be put out to bid to begin the process.

**New Business:**

- Trustee Short Takes - Board Ethics
  - A video on Library Advocacy was watched and discussed.
- 2026 Holiday Schedule
  - Edit: Labor Day: Monday, September 7th.
  - After a brief discussion, including a note regarding the Labor Day edit, Stephanie Kohl moved to approve the 2026 Holiday Schedule. The motion was seconded by Paula Richeson and approved by a roll call vote.
- Professional Images LLC contract for snow removal 25/26 renewal
  - Following discussion, Jose Alarcon moved to approve the renewal of the Professional Images LLC contract for snow removal for the 2025–2026 season. The motion was seconded by Margie Bertholomey and carried by roll call vote.
- Per Capita Grant Requirements for FY2026 - Serving Our Public 4.0 Chapter 1-4 were discussed. Standards have been repackaged, in November we will look at the updated standards. IL Public Library Standards can be found on the ILA website.
- FOIA policy
  - Updated with new information (operating budget, new officers)
  - Paula Richeson made a motion to approve the FOIA policy revisions. Stephanie Kohl seconded the motion, and it passed by roll call vote.

**Trustees Comments:**

- Jose indicated he may need to step down from his trustee position after December due to other obligations.

**Adjourn:**

- The meeting concluded at 7:51 p.m. following a motion by Jose Alarcon and a second by Paula Richeson which was unanimously approved through a voice vote.

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Emily Sager, President

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Crystal Ellis, Secretary