

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

Call to Order:

- President Jose Alarcon called the January 11, 2024 meeting to order at 7:00 p.m.

Roll Call:

- Present and answering the roll call were Trustees, Jose Alarcon, Duane Farnsworth, Crystal Ellis, Margie Bertholomey, Ruth Marty, and Paula Richeson. Trustees Emily Sager, Kylie Loewecke and Michelle Matthys were absent. Also in attendance was Brenda Weinberg (Director of Library).

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:

- Duane Farnsworth made a motion to accept the approval of the minutes of December 11, 2023. The motion was seconded by Ruth Marty and approved by a unanimous voice vote.

Treasurer's Report: Duane presented the treasurer's report.

- We should have spent no more than 100% of our budget and we are at 81% including the HVAC/Roof.
- We should have spent no more than 100% of our budget and we are at 67% without including the HVAC/Roof.
- We are at 109% of expected revenues.
- A CD at Advia has been renewed.

Approval of the Bills:

- A unanimous roll call vote approved the payment of bills totaling \$27,622.30, following a motion by Margie Bertholomey and a second by Paula Richeson.

Librarian's Report:

- Youth Programs- 30 participants
- Adult Programs- 20 participants
- Community Puzzle - 22 participants
- Outreach:
 - Dec. 1: Holiday Tree Lighting
- Administration:
 - Dec 1- Chief Adam Truman was the guest reader for storytime
 - Dec 1- Brenda sent the email welcome series for new patrons

Dec 6 - Brenda met virtually with Stephanie Kusibab and Ali Clark regarding strategic planning

Dec 20 - Brenda completed the annual employee performance evaluations

- Staff:
 - Brenda, Danielle, Heather, and Melissa completed the training - Bed Bugs: How to Prevent and Handle Outbreaks.
- Other:
 - A monthly budget for Hoopla has been instituted. There is a \$380 max per month. Once the daily amount budgeted for the day is spent no more checkouts may occur.

Communications:

- Winnebago Co Supervisor of Assessment - Certificate of Tax-Exempt Property
 - This is a form received yearly that must be signed and returned.

Old Business:

- Strategic Plan Proposal - Status Update
 - Brenda met on Jan. 5th and received a rough draft of the plan. There will be 5 groups of interviews. Then a survey will be created based on the answers from the interviews. Brenda would like to see a link to the survey on the sewer bill for residents to access easily. Then a town hall will occur.
 - There were discussions on dates for the workshop. A majority of board members present is preferred. April 27 and May 4th were discussed. Brenda will follow up with other board members and Pam and Stephanie from NICNE to find a date that works for the majority.

New Business:

- 2024 Holiday Schedule revised - Discuss/Approve
 - December 31st was inadvertently left off the holiday schedule. Paula Richeson made a motion to revise the 2024 holiday schedule to include December 31, 2024. The motion was seconded by Ruth Marty and approved by a unanimous voice vote.
- Trustee Short Takes - What It Means to be a Trustee
 - After a brief discussion, this was tabled until next month.

Executive Session:

- At 7:30 p.m., after a motion by Duane, seconded by Margie, and a unanimous roll call vote, the board went into a closed meeting to perform a semi-annual review of closed session minutes as provided by 5 ILCS120/2 (C) (21) of the Illinois Open Meetings Act.

Reconvene to Open Session:

- With a motion by Duane Farnsworth, seconded by Margie Bertholomey, and by a unanimous roll call vote, the board reconvened to an open session at 7:34 p.m.

Order of Business (Vote on Executive Session Discussions):

- Duane Farnsworth motioned that the board approve and release the closed session minutes for 7/12/21 and 7/10/23, and the minutes of 10/8/18 and 10/9/23 remain confidential. Margie seconded, and the motion was passed by unanimous roll call vote.

Trustees Comments:

- N/A

Adjourn:

- The meeting concluded at 7:37 p.m. following a motion by Paula Richeson and a second by Duane Farnsworth which was unanimously approved through a voice vote.

Jose Alarcon, President

Crystal Ellis, Secretary