

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

Call to Order:

- Vice President, Emily Sager, called the October 14, 2024 meeting to order at 7:00 p.m.

Roll Call:

- Present and answering the roll call were Trustees, Emily Sager, Crystal Ellis, Duane Farnsworth, Margie Bertholomey, Paula Richeson, Dan Arbiture, and Stephanie Kohl. Trustees Jose Alarcon 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 Stephanie Kohl 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 September 9, 2024. The motion was seconded by Dan Arbiture and approved by a unanimous voice vote.

Treasurer's Report:

- We should have spent no more than 75% of our budget, if we did straight line budgeting, and we are at 51%.
- We are at 95% of expected revenues.
- June, July, and August monthly revenue reports have been updated to reflect an oversight on June's revenue report.
- Duane reported OLBB platform can be used through BMO to give South Beloit City Hall limited access for payroll for a small fee.

Approval of the Bills:

- A unanimous roll call vote approved the payment of bills totaling \$40,233.51 following a motion by Dan Arbiture and a second by Margie Bertholomey.

Librarian's Report:

- Community Puzzle: 10 participants
- Parent/Teacher Conferences: 142 participants
- Brenda attended the city council meeting for Stephanie Kohl's board appointment
- Brenda watched the RAILS member update
- Brenda submitted the annual ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey
- Brenda met with Jarrod Peterson regarding future classroom visits to the library
- KLog delivered all 6 of the new chairs that were ordered
- Brenda updated the library's 2025 closed dates
- Brenda listed the surplus chairs and tables on the RAILS library exchange page

- Brenda contacted Clark and Riverview schools to begin the Monarch Readers' Choice Award
- program for the 2025 program
- Brenda completed the monthly Safety/Maintenance Checklists
- Brenda watched the IL AG office's webinar on Open Meetings Act
- The WCHD visited the library to provide staff training on naloxone administration and Brenda is working on the best location for the Narcan
- Brenda watched the Ancel Glink Quorum Forum podcast on ADA Reasonable Accommodations
- Brenda watched the Civic Plus (Archive Social) Ask an Expert - Government Social Media webinar
- AT&T representatives removed the inactive box on the side of the building
- Brenda watched the training webinar on the ISL Statewide Database
- Brenda contacted Julie Crouch at Alongi Santas Moss regarding the possibility of reducing the treasurer bond coverage amount
- Brenda offered the surplus tables and chairs to city hall/city departments
- No violations were found during the 2024 Fire Inspection

Communications:

- RAILS Memo - Decreased Treasurer Bond and Insurance Requirements in Library Laws was discussed as part of new business.

Old Business:

- N/A

New Business:

- Treasurer Bond Insurance Requirement
 - Lowering the coverage of the treasure bond insurance would take the cost from \$850 to \$250 a year, saving \$50 a month. After discussion the board would like to have the bond insurance lowered. A motion was made by Dan Arbiture and seconded by Duane Farnsworth which was carried by a roll call vote.
- New payroll procedures for City Hall/Library
 - This procedure would give limited access to City Hall reps for payroll. Payroll would be paid directly from the library account. An OLBB would control what functions the City Hall would have with the library accounts. After discussion, the board would like to grant South Beloit City Hall limited access to issue library payroll expenses directly from the library's BMO account. A motion was made by Margie Bertholomey and seconded by Paula Richeson which was carried by a roll call vote.
- SBPL Board Meeting schedule for 2025
 - SBPL Board Meeting schedule for 2025 was discussed and approved. Meetings will remain the second Monday of each month. A motion was made by Duane Farnsworth and seconded by Paula Richeson to approve the 2025 SBPL board meeting schedule. The motion was carried by a roll call vote.
- Maintenance Agreements for automatic door openers

- The maintenance agreements for the automatic door openers was discussed. A motion was made by Paula Richeson and seconded by Dan Arbiture to accept the Allegion Stanley Access Technology agreement for \$678. The motion was carried by a roll call vote.
- Employee wage increases for FY2025 and holiday bonus for 2024
 - Wage increases and holiday bonuses were discussed. Being a smaller library with a smaller budget, we want salaries to keep up with living wages. Duane Farnsworth made a motion which was seconded by Margie Bertholomey and approved by a roll call vote to approve a 3% cost of living increase and up to 2% merit pay based on the director's recommendation for FY2025. The holiday bonus will be \$125 for 2024.
- PerCapita Grant Requirements for FY 2024-Serving our Public 4.0 Chapters 5-8
 - Serving our public 4.0 chapters 5-8 were discussed.
- Declaring a Trustee Opening
 - Seeing a cause the board wants to offer grace and let Michelle make the determination if she would like to resign from the board or not.

Executive Session:

- At 8:01 pm, after a motion by Dan Arbiture, seconded by Paula Richeson, and a unanimous roll call vote, the board went into a closed meeting to discuss personnel issues as provided by 5 ILCS 120/2 (c)(1) of the Illinois Open Meetings Act- Director Review.

Reconvene to Open Meeting:

- With a motion by Duane Farnsworth, seconded by Dan Arbiture, and by a unanimous roll call vote, the board reconvened to an open session at 8:14 pm.

Order of Business (Vote on Executive Session Discussions):

- Dan Arbiture motioned that the Director receive a 6% increase in salary and a \$125 holiday bonus, Margie Bertholomey seconded, and the motion was passed by unanimous roll call vote.

Trustees Comments:

- Dan wanted to ensure our library staff feels supported at all times.

Adjourn:

- The meeting concluded at 8:23 p.m. following a motion by Paula Richeson and a second by Duane Farnsworth which was unanimously approved through a voice vote.

Emily Sager, Vice President

Crystal Ellis, Secretary