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

Call to Order:

- Emily Sager called the May 16, 2024 (rescheduled from May 13, 2024) meeting to order at 7:01 p.m.

Roll Call:

- Present and answering the roll call were Trustees Emily Sager, Duane Farnsworth, Crystal Ellis, Margie Bertholomey, and Ruth Marty. Trustees Jose Alarcon, Paula Richeson, 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 Ruth Marty and approved by unanimous voice vote.

Public Comment: N/A

Approval of Minutes:

- Ruth Marty made a motion to accept the approval of the regular board meeting minutes from April 8, 2024. The motion was seconded by Duane Farnsworth and approved by a unanimous voice vote.

Approval of Minutes from Committee of the Whole Meeting:

- Margie Bertholomey made a motion to accept the approval of the minutes from the Committee of the Whole Meeting on May 4, 2024. The motion was seconded by Ruth Marty and approved by a unanimous voice vote.

Treasurer's Report:

- Duane presented the treasurer's report.
- If we did straight line budgeting, we should have spent no more than 33% of our budget and we are at 22%.
- We are at 6% of expected revenues.

Approval of the Bills:

- A unanimous roll call vote approved the payment of bills totaling $32,003.39, following a motion by Margie Bertholomey and a second by Duane Farnsworth.

Librarian's Report:

- Community Puzzle -15 participants
- Pop-up Passive - Eclipse glasses 609 pairs distributed
- Clark Pre-K Community Helper - Danielle - 84 participants
- NATC Eclipse Event - Brenda - 47 participants
- Brenda took the StoryWalk to be laminated
- Brenda attended DU 2.0 at Starved Rock Lodge and Conference Center
- Brenda met with Stephanie Kusibab and Ali Clark regarding the Strategic Plan

- Brenda delivered the Staff Appreciation lunch
- Brenda prepared to host the in-person Townhall led by Stephanie
- Brenda completed the annual patron purge process for Prairie Cat
- Brenda contacted Miller Engineering for the HVAC maintenance agreement
- The library hosted Julia from CCU for our guest reader at storytime
- Brenda attended the quarterly Prairie Cat Delegates meeting in Oglesby, IL
- Brenda followed up with Kevin Olson Plumbing for the faucet repair
- Brenda sent the Strategic Plan Questionnaire to staff and board
- Brenda registered the library as a participant for the 2025 AISLE Reader's Choice Monarch Award program
- Brenda prepared for the staff and board ST workshop on May 4

Communications:

- RAILS-Ancel Glink Memo Office for Civil Rights' Digital Access Discrimination was discussed. We will be vigilant to ensure we are aware of accessibility of our digital resources and ensure PDFs on our website are accessible.

Old Business:

- Strategic Plan - Status Update
    - Strategic plan draft coming soon.

New Business:

- The Holiday Policy was discussed. Changes include employees who work a regular schedule, such as working every Monday. The motion was moved by Duane Farnswroth and seconded by Ruth Marty. A unanimous roll call approved the motion to update the wording of the Holiday Policy
    - The board watched and discussed trustee short takes on Library Advocacy.

Trustees Comments:

- N/A

Adjourn:

- The meeting concluded at 7:48 p.m. following a motion by Duane Farnsworth and a second by Ruth Marty which was unanimously approved through a voice vote.

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Emily Sager, Vice President

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Crystal Ellis, Secretary