

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 February 10, 2025 meeting to order at 7:01 p.m.

Roll Call:

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

Approval of Agenda:

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

Public Comment:

- Joe Stadelman: Library Refresh Project
 - List created by Kristi Rueter - interior designer from Agnus Young
 - Mistakes were noted: 3rd line on page 2 (We are not developing detailed drawings,
 - specifications or documents for bidding of project.) and interior designer not included (under services not included), Agnus Young will fix errors in contract
 - Professional service fee estimated: \$44,196.00
 - Bidding: takes an average of 4 weeks, Planning/Design: 8-10 weeks
 - Library budgeting: estimating around 1 million for the renovation

Approval of Minutes:

- Dan Arbiture made a motion to accept the approval of the minutes of January 13, 2025. The motion was seconded by Paula Richeson and approved by a unanimous voice vote.

Treasurer's Report:

- We should have spent no more than 8% of our budget, if we did straight line budgeting, and we are at 6%.
- We are at 1% of expected revenues.
- Duane reported the BMO SmartPack is up and running. At this point it appears City Hall is not using the program yet. Brenda will attempt to reach out to BMO to ensure everything is running correctly.
- Ron Lyman- (Professional Images LLC) snow plow stated he didn't get the check from January. The check was cashed via mobile deposit. Police investigation is underway.

Approval of the Bills:

- A unanimous roll call vote approved the payment of bills totaling \$22,327.98 following a motion by Dan Arbiture and a second by Paula Richeson.

Librarian's Report:

- In-Library Programs: 81 participants
- Passive Programming: 108 participants
- Community Puzzle: 10 participants
- NATC Winter Dazzle: 62 participants
- Brenda watched the NEA Big Read Informational Session
- Brenda attended the Toast to the Confluence fundraiser
- Brenda met with Kristi Rueter from Angus Young regarding the interior renovation
- Brenda met with Julie from NATC about the NEA Big Read grant
- Brenda led Bingo at NATC's Winter Dazzle
- Brenda virtually attended the Annual Stakeholders Meeting of the Area Planning Council
- Brenda watched the RAILS webinar Science of Reading
- Brenda contacted IL State Library for a question on completing the IPLAR
- Brenda attended the quarterly Delegates Assembly meeting at NSLD
- Melissa watched the RAILS Science of Reading webinar
- Melissa gathered data for completing the 2025 IPLAR
- Melissa completed the revised Vega showcases training
- Heather prepped for February's Blind Date with a Book display
- Danielle completed the annual purge of magazines
- Greg completed roofing the upper shed
- Brenda found out there is no limit on how long closed minutes can be kept.

Communications:

- IL American Water - Required Meter Change
 - Meter was changed, no problems.

Old Business: N/A

New Business:

- Discussion occurred on the Angus Young Proposal for SBPL Interior Renovation.
 - It was discussed to put out for other bids to ensure we have the best interest of the public in mind. Also a finalized contract from Angus Young with changes needs to be seen before a vote is taken.
 - Brenda will seek other proposals and we will rediscuss this next month.
- Circulation Policy was discussed.
 - Brenda will look into a waiver for those wanting to borrow items to sign. Duane Farnsworth made a motion to approve the circulation policy

(updated 2025). Margie Bertholomey seconded the motion which carried through a roll call vote.

- Library Board Vacancy Candidates were discussed.
 - Nichole Kinney applied last time. She would give the home-school perspective. Therefore, Dan Arbiture made the motion to submit Nichole Kinney's name to the City Council for a position on the library board. Duane Farnsworth seconded the motion, it was carried through a roll call vote.
- ACH for vendors was discussed.
 - This came about because of the "stolen" check for Ron Lyman. Our current bylaws say nothing about ACH. If we moved forward with this we would do the transfer after bills were approved at the monthly board meeting. Currently, Brenda takes the local checks to places around town. We will revisit this at a future time if this becomes more of a problem.
- IL DHR Sexual Harassment Prevention Training was discussed.
 - Certificate of participation needs to be signed by board members and returned to Brenda.
- 2025 IPLAR was discussed.
 - Brenda is checking on how to enter e-serial circulations.
 - Report looks great.

Trustees Comments:

- N/A

Adjourn:

- The meeting concluded at 8:25 p.m. following a motion by Duane Farnsworth and a second by Paula Richeson which was unanimously approved through a voice vote.

Emily Sager, Vice President

Crystal Ellis, Secretary