

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

**Call to Order:**

- President Jose Alarcon called the March 10, 2025 meeting to order at 7:00 p.m.

**Roll Call:**

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

**Oath of Office:**

Secretary Crystal Ellis administered the Oath of Office to new board member, Nichole Kinney.

**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:**

- Joe Huberty from Engberg Anderson presented his proposal for the RFP. He has been working with libraries since 1988, and the team is very experienced with libraries.

**Approval of Minutes:**

- Paula Richeson made a motion to accept the approval of the minutes of February 10, 2025. The motion was seconded by Stephanie Kohl and approved by a unanimous voice vote.

**Treasurer's Report:**

- We should have spent no more than 17% of our budget, if we did straight line budgeting, and we are at 12%.
- We are at 3% of expected revenues.
- Payroll is now running between City Hall and BMO. Banking fees are costing more than expected, breakdown example includes \$40 from smartpack fee, \$15 monthly fee, and varying fees. We have not had the \$15 monthly fee until now. Duane is looking into a business checking account.
- There is a CD at Advia maturing tomorrow. Because of the renovations it is recommended to keep the duration shorter.

**Approval of the Bills:**

- A unanimous roll call vote approved the payment of bills totaling \$20,025.96 following a motion by Emily Sager and a second by Margie Bertholomey.

### **Librarian's Report:**

- In-Library Programs: 120 participants
- Passive Programming: 86 participants
- Community Puzzle: 20 participants
- NATC No Small Matter Literacy Panel: 16 participants
- Brenda set up and confirmed guest readers through May
- Brenda confirmed the case number for the check fraud case and submitted the information to BMO
- Brenda watched the RAILS Member Update 1 hr
- Brenda signed confirming the library as a partner for NATC's application for a City of Rockford Community Action Garden Grant
- Brenda dropped ballots off at Clark and Riverview for the Reader's Choice Monarch Awards program
- Library hosted Steve Johnson from the South Beloit Post Office for storytime
- Brenda sent the RFP to Engberg Anderson
- Brenda sent the requested audit paperwork to Don Elliot, City Finance Director
- Brenda met with Nichole Kinney for new Board Trustee Orientation
- Brenda completed the annual training for OMA and FOIA
- Brenda submitted the FY 2025 IPLAR to the ISL
- Brenda completed the Annual Library Certification in L2-Library Learning
- Brenda met with Joe Huberty from Engberg Anderson concerning the interior renovation
- Ameer Claire watched the webinar Dementia and Alzheimer's from Ryan Dowd 1 hr
- Melissa completed the annual FOIA and OMA trainings 1 hr
- Heather monitored the Blind Date with a Book Display and filled the display as needed.
- Ameer Claire, Elaine, Danielle, Heather, Melissa, and Brenda completed the Sexual Harassment Prevention and the annual Cyber Security trainings and signed the Conflict of Interest and Ethics Statements.

### **Communications:**

- IL Department of Revenue Letter- 2024 Fourth quarter payment due- It has now been paid.

### **Old Business: N/A**

### **New Business:**

- Review Proposals for SBPL RFP Interior Renovation
  - Angus Young: Company used for the ramp project.
  - Engberg Anderson: They are very hands-on.
  - Notes: Sticker shock after seeing Engberg Anderson, was Angus Young as thorough and detailed? We are not comparing apples to apples with the two companies' proposals.
  - After a brief discussion we would like to table this discussion and talk with Talcott Free Library to hear about their experience with Engberg Anderson. Brenda will reach out and update us next month.
- Trustee Short Takes - What it Means to be a Trustee will be tabled and discussed next month.

**Trustees Comments:**

- N/A

**Adjourn:**

- The meeting concluded at 8:26 p.m. following a motion by Paula Richeson and a second by Duane Farnsworth which was unanimously approved through a voice vote.

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Jose Alarcon, President

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Crystal Ellis, Secretary