

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 13, 2025 meeting to order at 7:01 p.m.

**Roll Call:**

- Present and answering the roll call were Trustees Jose Alarcon, Emily Sager, Margie Bertholomey, Crystal Ellis, and Stephanie Kohl. Trustees Dan Arbiture, Paula Richeson, Duane Farnsworth 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:**

- Stephanie Kohl made a motion to accept the approval of the minutes of December 9, 2024. The motion was seconded by Emily Sager and approved by a unanimous voice vote.

**Treasurer's Report:**

- We should have spent no more than 100% of our budget, if we did straight line budgeting, and we are at 72%.
- We are at 103% of expected revenues.
- On 12/19/24 a CD matured, monies were put in a savings account until the CD could be purchased. It was purchased and will renew on 8/2/25.

**Approval of the Bills:**

- A unanimous roll call vote approved the payment of bills totaling \$23,169.07 following a motion by Emily Sager and a second by Margie Bertholomey.

**Librarian's Report:**

- In-Library Programs: 60 participants
- Passive Programming: 133 participants
- Community Puzzle: 6 participants
- Outreach: Holiday Tree Lightning
- Statistics between 2023 and 2024 were discussed.
- Brenda completed FY 2025 Per Capita Grant.
- Brenda arranged for a dumpster to be delivered for disposal of the shed roofing shingles.
- Brenda completed the employee annual reviews.
- Brenda called for tune up on the copier.

- Brenda called/met with companies for basement furnace replacement quotes.
- Brenda completed the monthly Safety/Maintenance checks.
- Brenda reached out to Joe Stadelman from Angus Young Architects inquiring about the upcoming library refresh project.
- Staff prepared for Spice Club program, pop up programs being held on No School days, creating additional Readers' Advisory lists, and creating new templates for use on social media.

### **Communications:**

- The Winnebago County Supervisor of Assessments - Certificate of Tax-Exempt Property was discussed.
  - This letter was filled out and returned to remain tax-exempt.
- City of South Beloit Planning and Zoning Commission Variance Request was discussed.
  - The board does not feel they have enough information to have an opinion on this request.
- Michelle Matthys's letter of resignation as a Library Board Trustee was read.

### **Old Business:**

- Basement Furnace Quotes
  - Flemings and Miller submitted quotes. Miller Engineering did previous work at the library, and would give us one company to call for all heating and air conditioning needs. Margie Bertholomey made a motion to accept the quote from Miller Engineering for \$2,810.00 to replace the basement furnace. Stephanie Kohl seconded the motion and it was approved by a roll call vote.

### **New Business:**

- Cyber Security Awareness Training was discussed and trustees signed the policy.
- Ethics and Conflict of Interest Statements were discussed and trustees signed the policy.
- Library Refresh Prioritization of Items were discussed.
  - It is questioned if UV filtering options keep cell phones from working properly.

### **Executive Session**

- At 7:48 pm, after a motion by Emily Sager seconded by Margie Bertholomey, 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.

**Order of Business**

- Emily Sager motioned with a second from Crystal Ellis that the board approve and release the closed session minutes for 7/8/24 and 10/14/24. The motion was carried with a roll call vote.
- Emily Sager made the motion to keep the minutes from 10/8/18 confidential. Margie Bertholomey seconded the motion. The motion was carried with a roll call vote.
- Emily Sager made the motion to destroy the recording from 7/10/23. Margie Bertholomey seconded the motion and it passed with a roll call vote.

**Trustees Comments:**

- N/A

**Adjourn:**

- The meeting concluded at 7:59 p.m. following a motion by Emily Sager and a second by Stephanie Kohl which was unanimously approved through a voice vote.

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Jose Alarcon, President

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Crystal Ellis, Secretary