

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 March 11, 2024 meeting to order at 7:00 p.m.

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

Public Comment: N/A

Approval of Minutes: Crystal Ellis made a motion to accept the approval of the minutes of February 12, 2024. The motion was seconded by Duane Farnsworth and approved by a unanimous voice vote.

Treasurer's Report: Duane presented the treasurer's report.

- We should have spent no more than 17% of our budget and we are at 12%.
- We are at 4% of expected revenues.
- Email was sent out to board members after discovering an error in the reporting of BMO/Harris Public Funds Money Market account in January. It has been corrected. The Account Budget Comparison was correct in January's report.

Approval of the Bills:

- A unanimous roll call vote approved the payment of bills totaling \$17,768.87, following a motion by Paula Richeson and a second by Margie Bertholomey.

Librarian's Report:

- This year and last year's statistics are comparable.
- Brenda attended the local Directors group meeting at Freeport Public Library
- Brenda met with a representative from Niche Academy for potential training and patron education resources
- Brenda submitted the annual ILPAR report
- Brenda delivered the ballots to Riverview for the Monarch Readers' Choice Award program
- Brenda met with Ali Clark and Stephanie Kusibab regarding next steps for the strategic plan
- Brenda submitted the ILLINET Interlibrary Loan (ILL) & Reciprocal Borrowing Statistical Survey and completed the Annual Illinois State Library Certification
- Brenda watched the recording of the Feb 14, 2024 RAILS Member update

- Brenda sent the requested documents to Don Elliot in preparation of the annual audit
- Brenda facilitated the signing of the bank account audit confirmation forms from Don Elliot to Duane Farnsworth back to Don
- Brenda completed the new patron welcome series for new patrons in February
- Brenda and Melissa completed the annual FOIA and OMA certification renewals
- Heather and Brenda completed the Niche Academy - Intro to Strategic Planning for Public Libraries
- Melissa has completed the nonfiction analysis for the children's section.

Communications:

- IL Department of Revenue Letter #921865681
 - The city was late in paying IL Withholding Tax. This has since been paid and there is no balance.
- Post it "letter"
 - The library currently has 2 copies for circulation of the Our Golden History (South Beloit history book).

Old Business:

- Strategic Plan - Status Update
 - The survey will be live through 3/22/24.

New Business:

- The FOIA policy has been updated for the FY 2024 budget and now lists current board members. Paula Richeson motioned to approve the FOIA Policy and Ruth Marty seconded the motion. The motion was approved by a roll call vote.
- After discussing the strategic planning update. Margie Bertholomey motioned to open the library for the public on Tuesday, April 16 for an in-person Town Hall. Duane Farnsworth seconded the motion and the motion was passed by a roll call vote.
- After a brief discussion, Paula Richeson motioned to close the library on Saturday, May 4, 2024 for a strategic planning workshop. Ruth Marty seconded the motion and it was passed by a roll call vote.
- The board watched and discussed trustee short takes on Board Meetings

Trustees Comments:

- N/A

Adjourn: The meeting concluded at 7:34 p.m. following a motion by Duane Farnsworth and a second by Paula Richeson which was unanimously approved through a voice vote.