

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

**Call to Order:** President Jose Alarcon called the September 10th, 2018 meeting to order at 7:00 p.m.

**Roll Call:** Present and answering to roll call were Trustees Jose Alarcon, Marilyn Bukove, Roy Cruse, Glenn Lineman, Jarrod Peterson, and Emily Sager. Also in attendance was Brenda Weinberg (librarian) and Joe Stadelman from Angus Young & Associates. Trustee Amber Laue was absent.

**Approval of Agenda:** Marilyn made a motion to approve the agenda. It was seconded by Margie and approved by unanimous voice vote.

**Public Comment:** Joe Stadelman from Angus Young & Associates presented us two options for the ramp repair. One is to repair the ramp in which the railings and the concrete would need to be updated. The second option, and the one he recommends if it will work, is to create a sloped walkway and take down the current ramp. The sloped walkway option will require some preliminary tests to determine if this option is feasible. The board approved moving forward with initial tests and asked Joe to create a quote for the sloped walkway option and for the option to repair the current ramp.

**Approval of Minutes:** Marilyn made a motion to accept the approval of the minutes of August 13th, 2018. The motion was seconded by Roy and approved by unanimous voice vote.

**Treasurer's Report:** Treasurer's report was presented. The June and July statements were updated and presented. The August statement showed that we are right in line with our expenses and revenues as we should be at this time in the year.

Brenda and Glenn will be working on a proposed budget for next year and will present that budget at the November meeting.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$12,640.16 to be paid after Margie's motion and Emily's second.

**Librarian's Report:** Librarian's report was presented.

**Outreach Meetings:** August 3 - Brenda went to Clark Elementary to peruse books they longer wanted. She did get some that we may be able to use as giveaways at some events for young children.

August 15- Brenda met with Riverview librarian Andrea Woodward to discuss the implementation of the requirements for the Back-to-Books Grant: students in k-3, read 5 Monarch books and students in grades 3-5 read 4 Bluestem books. Students will vote for their favorite in February/March. Results are submitted to SBPL then combined with homeschool votes and submitted to AISLE.

August 17 -Brenda further coordinated with Jake Wedig of the 21 Century Community Learning Center to partner to offer a teen book club at the high school. Melissa will be leading this program.

August 20 - Brenda met with Clark Principal to discuss the implementation of the requirements for the Back to-Books Grant. Plus, she gave the school some supplies from the school supplies drive at the library. She was also able to deliver some supplies to the SB Junior High.

Administration: August 21 - Brenda sent letters to homeschool families to let them know they can also participate in the voting process with the Monarch and Bluestem award books that comprise the Back-to-Books Grant.

August 22 - Brenda attended the Prairie Cat Cataloging Item Entry training in Rockford.

August 22 - Becky Garrow met with Therese Oldenberg for a refresher on maintaining the website.

August 24 - Brenda completed and submitted the Interlibrary Loan and Reciprocal Borrowing Statistical Survey for the Illinois State Library as they ended their FY 2018.

**Communications:** N/A

**Old Business:** N/A

**Executive Session:** At 7:39pm, after a motion by Emily, seconded by Margie, and a unanimous roll call vote, the board went into a closed meeting to discuss personnel issues as provided by 5 ILCS 120/2 (c) (1) of the Illinois Open Meetings Act regarding an Interim Director.

**Reconvene to Open Meeting:** With a motion by Margie, seconded by Jarrod, and by a unanimous roll call vote, the board reconvened to an open session at 7:56pm.

**Order of Business** (Vote on Executive Session Discussions): The board discussed a salary range for the new director position and discussed current candidates' applications. Interview questions were also discussed and it was determined by the board that 4-6 candidates should be interviewed by the personnel committee. Applications are due September 15th so the personnel committee will be reviewing all applications within the next couple of weeks and determining who to interview.

**New Business:**

Discussion on Building and Grounds: A Boy Scout reached out to Glenn and would like to do a project for the library as part of earning his Eagle Scout badge. The board agreed that the young man could speak to Brenda about possibly creating a wooden bench or a new wooden sign for the library. Brenda will speak with him and ask him to present his ideas to the board when he is ready.

The oak tree in back needs to be removed. Brenda will get some quotes and present them at the next board meeting.

Holiday Schedule: A unanimous voice vote allowed the Holiday Schedule for 2019 to be approved after Marilyn's motion and Emily's second.

**Adjourn:** Meeting adjourned at 8:06 p.m. after Marilyn motioned, Emily seconded, with a unanimous voice vote.

  
Jose Alarcon, President

  
Emily Sager, Secretary