

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

Call to Order: President Jose Alarcon called the November 12th, 2018 meeting to order at 7:00 p.m.

Roll Call: Present and answering to roll call were Trustees Jose Alarcon, Margie Bertholomey Marilyn Bukove, New Trustee Ryan Adleman, Roy Cruse, Glenn Lineman, and Emily Sager. Also in attendance was Brenda Weinberg (librarian) and Katie Udell from Angus-Young Associates. Trustees Amber Laue and Jarrod Peterson were 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: Ramp Repair: Katie Udell from Angus-Young & Associates presented us with option C for the ramp repair/replacement. She showed a drawing of a sloped walkway starting in the SW corner with a landing that would tie into the stairs and go up to the main door. She will put together an estimate for this option and the board hopes to review and vote on the next steps for this project at the December meeting.

Approval of Minutes: Margie made a motion to accept the approval of the minutes of October 8th, 2018. The motion was seconded by Roy and approved by unanimous voice vote.

Treasurer's Report: Treasurer's report was presented. Our Per Capita Grants came in so revenues increased. Expenses year to date should be no more than 83% and we are at 66% so we are right on track for our spending. Part of the low expenses was due to the open positions and the lower payroll/benefits costs.

Approval of the Bills: A unanimous roll call allowed the bills of \$13,173.34 to be paid after Emily's motion and Roy's second.

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

October 4 - Brenda attended the City Center Council meeting, a non-jurisdictional group of community leaders dedicated to improving the communities of Beloit and South Beloit.

October 23 – Margie, Marilyn, and Brenda attended the ribbon cutting ceremony for Cornerstone CU

October 24 - Conference call with Dan Bostrom from RAILS for a welcome call-overview of RAILS services.

Administration:

October 8- Brenda filed the Quarterly Financial and Narrative Report for the Back to Books grant.

October 11- Brenda met with Glenn to review the FY2019 Budget

October 22 – The old public use computer died and was removed. Computer usage is down. The desk has now being used for laptop use/charging.

October 29 - Brenda met with Emily to discuss questions she had after completing the Per Capita requirements

October 31 - Some staff dressed in costume for Halloween-popular post on library's Facebook page

October 31 - Fire Inspector was in. He found backup batteries not working on two Exit signs. Greg is acquiring battery packs.

The staff is working on completing their requirements for the FY2019 Per Capita Requirements: Disability Awareness Training, Reference and Reader's Advisory Services, and the Illinois Veteran's History Project.

Brenda is gathering information to create policies on Reference and Reader's Advisory Services.

The Teen Book Club at SBHS, a partnership with the Boys and Girls Club 21 Century CLC, met again on Oct 24. There was a low attendance. It has been rescheduled to occur during their 8th hour which is a study hall-type hour.

Communications: N/A

Old Business: FY 2019 Per Capita Grant Requirements for Trustees: Brenda reminded the board about the requirements and is tracking participation to ensure everyone completes the requirements on time.

Executive Session: At 7:37 pm, after a motion by Margie, seconded by Emily, 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.

Reconvene to Open Meeting: With a motion by Margie, seconded by Ryan, and by a unanimous roll call vote, the board reconvened to an open session at 7:50 pm.

Order of Business (Vote on Executive Session Discussions): Glenn motioned that the staff is given a 2.1% raise based off the consumer price index along with an up to 1% merit-based raise, Emily seconded, and the motion was passed by unanimous roll call vote. Glenn motioned that the Director will have a performance review after 90 days and any decided wage increase will be based on a performance evaluation, Margie seconded, and the motion was passed by unanimous roll call vote.


New Business: FY 2019 Per Capita Grant Requirements for Trustees: Read Chapter 8, Public Services: Reference and Reader's Advisory Services of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014: Trustees will review this chapter. Brenda and her staff will review and create policies around this subject.

2019 Budget: The 2019 Budget was discussed. The total budget amount is \$289,100. Some money is set aside for building improvements and if the sloped walkway costs more than this, the board will vote on how much more to spend. With a motion by Marilyn, seconded by Ryan, and by a unanimous roll call vote, the board voted to approve the 2019 Budget.

With a motion by Glenn, seconded by Emily, and by a unanimous roll call vote, the board voted to ask for the maximum levy increase per applicable laws.

Trustees Comments: Based on the reading related to Human Resources in libraries, Margie voiced that the library should have an employee handbook and performance evaluations for staff and the Director. She also volunteered to lead the board toward creating a strategic plan.

Adjourn: Meeting adjourned at 8:04 p.m. after Marilyn motioned, Roy seconded, with a unanimous voice vote.



Jose Alarcon, President



Emily Sager, Secretary

