

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

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

Roll Call: Present and answering to roll call were Trustees Jose Alarcon, Margie Bertholomey, Ryan Adleman, Roy Cruse, Glenn Lineman, Emily Sager, Amber Laue, and Jarrod Peterson. Also in attendance was Brenda Weinberg (librarian). Trustee Marilyn Bukove was absent.

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

Public Comment: N/A

Approval of Minutes: Margie made a motion to accept the approval of the minutes of November 12th, 2018. The motion was seconded by Amber and approved by unanimous voice vote.

Treasurer's Report: Treasurer's report was presented. Expenses year to date should be no more than 92% and we are at 70% 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 \$19,296.43 to be paid after Amber's motion and Margie's second.

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

Outreach:

November 1 - Brenda attended the City Center Council meeting, a non-jurisdictional group of community leaders dedicated to improving the communities of Beloit and South Beloit.

November 5 - Brenda attended the South Beloit City Council Meeting to witness Ryan Adelman's appointment to the library board. Margie was also in attendance.

November 7- Brenda attended the delegates meeting in Malta, IL.

November 15 - Danielle and Brenda attended Clark Elementary's Family Reading Night-read a prop story and provided information about the Monarch Reader's Choice book award and the library.

November 20 - Danielle and Brenda attended the Boys and Girls Club's Thanksgiving Dinner for members played book walk game and provided information about the library.

Administration:

November 5, 12, and 19 - Brenda viewed the ALA's Director Bootcamp Webinar.

November 13 - Brenda filed the Encumbrance Report for the Back to Books grant.

Brenda is nearly done compiling the information for the FY2019 Per Capita Grant and the required accompanying FY2016 Expenditure Report.

Brenda has developed and completed Employee Performance review forms. She still needs to do the conferences.

C and K, the company that had been doing the snowplowing for the library informed Brenda on Friday, Nov. 23 that they would no longer be providing service for us. They did plow for the library on Nov 25 as a last time. Brenda contacted other companies and signed a contract with Professional Images LLC from South Beloit. They also service Cornerstone Credit Union.

Communications: N/A

Old Business: Ramp Repair: The board discussed quotes and still have questions. Brenda will ask a representative from Angus Young & Associates to attend a future meeting and answer the board's questions.

Executive Session: N/A

Reconvene to Open Meeting: N/A

Order of Business (Vote on Executive Session Discussions): N/A


New Business: Reference and Readers' Advisory Services Policy: Part of the PerCapita grant is to have a reference and readers' advisory services policy. We did not have one so Brenda created one for the library to have on file. With a motion by Margie, seconded by Ryan, and by a unanimous roll call vote, the board voted to adopt the reference and readers' advisory services policy as presented.

Strategic Planning Discussion: The board discussed our strategic planning vision using a SWOT analysis and the analysis rubric will be shared with the library staff for their input. Strengths that were identified are staff, community outreach, strong financial position, youth programs, customer service, and location. Weaknesses that were identified were space, technology, and ESL resources. Opportunities that were identified were location, technology, late elementary programming (2nd-4th grade), supportive city leaders elected, and our response to the naysayers of the library. A threat that was identified was negative attitudes towards the library.

Holiday Bonus for Library Staff: With a motion by Glenn, seconded by Amber, and by a unanimous roll call vote, the board voted to give the library staff a \$50 holiday bonus.

Trustees Comments: N/A

Adjourn: Meeting adjourned at 8:06 p.m. after Amber motioned, Roy seconded, with a unanimous voice vote.



Jose Alarcon, President



Emily Sager, Secretary