

*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 14th, 2019 meeting to order at 7:00 p.m.

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

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

**Public Comment:** Joe Stadelman discussed the site concept plan for the sloped walkway and the board asked follow up questions based off this plan.

**Approval of Minutes:** Amber made a motion to accept the approval of the minutes of December 10th, 2018. The motion was seconded by Ryan and approved by unanimous voice vote.

**Treasurer's Report:** Treasurer's report was presented. The end of fiscal year was discussed. We received 7% more budget revenues and we only used 77% of our budget due to lack of payroll spending with the staffing changes.

There is a CD at Cornerstone that is coming due in February. Glenn will work on getting the Cornerstone CD renewed. Ryan will help Glenn research rates to make sure we get the best rate for our CD.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$16,559.49 to be paid after Amber's motion and Emily's second.

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

**Administration:**

December 11- Melissa and Brenda installed (with help from RAILS) a new easier to read template for patron check-outs and holds slips for staff use.

December 12 - Brenda viewed the webinar Compensation Conversations: Comfort in Confusion sponsored by HR Source through RAILS.

December 18 - Brenda filed the FY2019 Public Library Per Capita Grant and the FY2017 Per Capita Expenditure Report, due by January 15.

Various dates in December - Brenda completed the employee annual review conferences and handed out the corresponding wage/benefit letters.

Staff:

December 6 - Becky watched a webinar titled "Promoting Fairness and Belonging" which addressed overcoming implicit bias.

December 7 - Danielle and Melissa delivered the Perler bead projects from Makers to the high school for including with the student council food boxes being delivered to community members.

Melissa is preparing a yoga inspired class targeting youth ages 8 and up. Details still be worked out but should be ready for starting in February on Thursday evenings.

**Communications:** The library received a letter for property tax exemption from N. Winnebago LLC's attorney's for their apartment complex in South Beloit. In 2018, the library received \$551.00 in taxes from this property. A hearing will be held on 1/24/19 via the Winnebago County Board of Review at the Winnebago County Courthouse.

The library received a letter from the IRS regarding our Federal Tax Deposits.

Brenda sent out our certificate of status of tax exempt property to the assessor's office.

**Old Business:** Ramp Repair: The board discussed the upgraded options that were presented and what is best for the library moving forward. Further discussion will be had at the next meeting about the building and the ramp/sloped walkway.

**New Business:** The board reviewed the FOIA policy that Brenda updated. With a motion by Margie, seconded by Amber, and by a unanimous roll call vote, the board voted to adopt the updated policy.

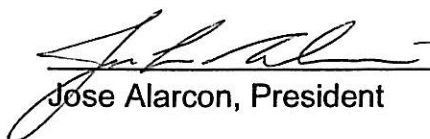
**Executive Session:** At 8:11 pm, after a motion by Emily, seconded by Amber, and a unanimous roll call vote, the board went into a closed meeting to perform a semi-annual review of closed session minutes as provided by 5 ILCS120/2 (C) (21) of the Illinois Open Meetings Act.

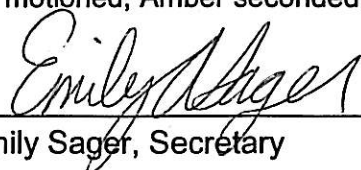
**Reconvene to Open Meeting:** With a motion by Emily, seconded by Amber, and by a unanimous roll call vote, the board reconvened to an open session at 8:24 pm.

**Order of Business (Vote on Executive Session Discussions):** Emily motioned that the board approve the closed session minutes for 5/4/18, 9/10/18, 10/8/18, and 11/12/18, Amber seconded, and the motion was passed by unanimous roll call vote. Emily motioned that the minutes of 10/8/18 remain confidential, Margie seconded, and the motion was passed by unanimous roll call vote. Emily motioned that the minutes of 5/14/18, 9/10/18, and 11/12/18 be released, Amber seconded, and the motion was passed by unanimous roll call vote.

**Trustees Comments:** N/A

**Adjourn:** Meeting adjourned at 8:26 p.m. after Marilyn motioned, Amber seconded, with a unanimous voice vote.

  
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Jose Alarcon, President

  
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Emily Sager, Secretary