

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

**Call to Order:** President Jose Alarcon called the March 11th, 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) and Mayor Ted Rehl.

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

**Public Comment:** Mayor Ted Rehl spoke with the board. There will be two candidate forums in March. The first will be held on March 21st from 6:30-7:30 pm at Prairie Hill Elementary School with a Meet & Greet format. The second forum will be held on March 27th from 6-8pm at the Business Men's Hall and will include the candidates running for South Beloit City Office.

The Mayor also told the board that he met with members of Beloit 20/20 and in that meeting, a private donor offered to give up to 2 million dollars toward the building of a new library. The Mayor will reach out and ask that representatives from Beloit 20/20 come to the board's May meeting to present ideas regarding a new library building including the idea of a private donor giving funds to the library.

**Approval of Minutes:** Margie made a motion to accept the approval of the minutes of February 11th, 2019 with the change of adding Jarrod Peterson to the list of present trustees at the February meeting. The motion was seconded by Ryan and approved by unanimous voice vote.

**Treasurer's Report:** Treasurer's report was presented. Our revenues are a little low as we are waiting on Winnebago Tax Revenues to come in the next couple of months, usually around May. Our expenses are at 11% of the budget so we are in good shape.

Glenn negotiated the new CD with Cornerstone. Glenn will start working with BMO Harris to negotiate a new CD that expires in May.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$13,858.94 to be paid after Marilyn's motion and Ryan's second.

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

Outreach: Riverview Elementary Family Reading Night- Danielle and Brenda

Meetings: Feb 7- Brenda presented a power point about the library's ongoing and upcoming events and programs at the City Center Council held at Beloit Public Library.

Administration: On various days and times, Brenda worked on compiling information and creating the ILL policy for the Annual Library Certification report.

Brenda submitted the RAILS membership data collection form.

The library staff has begun planning a Spring Break at the Library Challenge activity.

Also, staff and Brenda began preparing for summer reading programming and coordinating with Boys and Girls Club for weekly summer outreach there.

Brenda worked with Cornerstone Credit Union for a Money Smart Week event to be held on March 30, with guest reader Mayor Ted Rehl.

Brenda has begun compiling the votes from Riverview and Clark Elementary school for the Back to Books grant voting process.

Brenda had Aaron Lock and Safe out to advise on securing the cash drawer and ultimately purchased a new cash box and keys for staff. She has begun training Melissa on balancing the cash drawer.

Brenda spoke with Eric Mowbray about preschool screening at Clark and potential outreach opportunities with this audience.

Fleming Heating and A/C were here to fix the furnace in the basement.

Brenda met with Margie and Jose to discuss setting goals. She has/had set for the library/herself over the next year. They include:

1. Have the introductory pamphlet translated into Spanish
2. Increase our outreach events in the community
3. Provide training opportunities for staff

Staff: Becky has completed the annual purging of the magazines from the catalog.

**Communications:** N/A

**Old Business:** Ramp Repair: The board discussed the options presented to us. The board agreed to move forward with the project and agreed upon a target budget of approximately \$75,000 for the project. Brenda will reach out to Angus Young and ask them to create a plan and give us an estimate within this budget amount, if possible.

**Strategic Planning Discussion:** Margie suggested the board talk about staff development and technology. The board discussed what technology might need to be upgraded if any. Brenda indicated that there might be more of a need for programming related to technology and how to use it. The board discussed Brenda purchasing items such as a Cricket cutting machine or a laminator for the office to assist in programming projects the library works on.

**New Business:** Interlibrary Loan Services Policy- Annual Library Certification: Emily made a motion to approve the policy as it stands. The motion was seconded by Ryan and approved by unanimous voice vote.

Director's University June 3-7, 2019 Springfield, IL- Brenda let the board know that she will be applying to attend the 5-day conference and will let the board know the result of this application as soon as she hears back from them.

**Executive Session:** N/A

**Reconvene to Open Meeting:** N/A

**Order of Business:** N/A

**Trustees Comments:** N/A

**Adjourn:** Meeting adjourned at 8:11 p.m. after Marilyn motioned, Roy seconded, with a unanimous voice vote.

  
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Jose Alarcon, President

  
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Emily Sager, Secretary

