

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

Call to Order: Vice-President Margie Bertholomey called the April 8th, 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).

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

Public Comment: N/A

Approval of Minutes: Amber made a motion to accept the approval of the minutes of March 11th, 2019. 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. Our expenses are at 16% of the budget so we are in good shape. Glenn talked to BMO about our expiring CD and the best rate they could give us was an 18 month CD at 2.75%. When it expires it will be moved into a savings account at BMO. Glenn suggested, and the board agreed, that we will keep half of the money in the savings account at BMO and take the other half of the funds to Cornerstone and put it into a CD at an interest rate of 3%.

Approval of the Bills: A unanimous roll call allowed the bills of \$15,866.83 to be paid after Amber's motion and Jose's second.

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

Outreach: March 22 - Riverview Elementary Career Day- Danielle

Meetings: March 7- Brenda attended the City Center Council meeting at Beloit Public Library. March 27- Brenda attended the South Beloit City Council Candidate Meet and Greet held the at the Businessmen's Hall.

Administration: March 6 - Brenda had a storytime parent contact her concerning the parent's child testing positive for pertussis. Brenda contacted the Winnebago County Health Department and followed up with other storytime families.

March 7-Brenda signed a letter of partnership enabling the Boys and Girls Club to apply for a Teen Reach grant.

March 12 - Brenda submitted the Annual Library Certification report; Brenda submitted her application to attend Directors University and was accepted.

March 18 - Brenda submitted the votes from Riverview and Clark Elementary schools and the homeschool families for the Back to Books grant voting process. On various days: Brenda is applying for a grant from the LBSS Endowment Fund, Library Book Selection Service, to partially enable this partnership with the schools/homeschool families to be repeated this upcoming school year.

Brenda corresponded with Scott Fisher about the summer AR testing at the library. The district will not be providing AR access to students at the library this summer.

Brenda worked on creating procedure sheets for various director duties: payroll, balancing the cash drawer, scheduling, preparing the board packet (agenda, bills to be paid, statement of financial position, statement of account budget comparison, statistics, director's report, minutes, etc.), and what needs to be done after the board meeting.

Communications: State of Illinois Department of Revenue Letter: Brenda was just letting us know that the library received the letter and that it will get worked out.

FY2019 Per Capita Grant Award Letter: Brenda let us know that the library will receive \$9,865.00

Kathy Fago- Thank you card: Brenda sent a plant to Kathy's family on behalf of the board after Kathy's mother passed away and Kathy sent the board a thank you card.

Old Business: Ramp Repair: The board discussed the new estimate. After discussion, Emily motioned that the board approve the proposal for the ramp repair as it stands in the amount of \$74,976.76 and that the funds be taken out of the library's reserve. Amber seconded and the motion was passed by unanimous roll call vote.

At 7:30pm, Trustee Jose Alarcon left the meeting

Strategic Planning Discussion: Margie led the discussion. The board agreed that a long term goal would be to build a new library or to renovate the current building. A current/short term goal of promotion of the library was discussed. In particular, increasing our numbers by reaching out to the schools and informing them and asking them to distribute information about upcoming programming and events.

New Business: Board Email: Brenda will reach out to IT about resetting the password and Ryan will be in charge of checking it and updating the board with any inquiries that arise.

Personnel Policy Review: After discussion, Glenn motioned to approve the Holiday Policy as it stands. Ryan seconded and the motion was passed by unanimous roll call vote.

Personnel Policy Review- Vacation Policy: The board discussed changes to the policy. Brenda will work to add in clearer language.

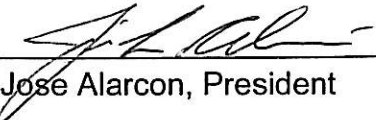
Executive Session: N/A

Reconvene to Open Meeting: N/A

Order of Business: N/A

Trustees Comments: Jarrod led a discussion on capitalizing on the possible increase in foot traffic as the ramp repair construction starts in a couple of months and people come into the library curious about what the library is doing. Suggestions about having a sign as you enter about why we are creating a ramp and possibly a visual representation of what it will look like finished were presented. As Ryan mentioned, the library needs to be better at public relations and letting the community know what we are doing and advertising and leveraging the work that we are doing.

Adjourn: Meeting adjourned at 8:19 p.m. after Marilyn motioned, Roy seconded, with a unanimous voice vote.



Jose Alarcon, President



Emily Sager, Secretary

