

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

**Call to Order:** President Jose Alarcon called the July 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, Roy Cruse, Glenn Lineman, Amber Laue, and Emily Sager. Trustees Ryan Adleman and Jarrod Peterson were absent. Also in attendance was Brenda Weinberg (librarian).

**Approval of Agenda:** Marilyn made a motion to approve the agenda. It was seconded by Margie 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 June 10th, 2019. The motion was seconded by Emily and approved by unanimous voice vote.

**Treasurer's Report:** Treasurer's report was presented. We received a payment for the Winnebago County Tax Revenue. Glenn is working on moving our expired CD from Harris Bank over to Cornerstone. He is shopping around for a competitive rate and then he will ask Cornerstone to match that rate.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$18,961.13 to be paid after Marilyn's motion and Emily's second.

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

**Outreach:** Every Tuesday from 9:30am - 11:00am Danielle at the Stateline Boys and Girls Club. She has been sharing a craft and book related to our summer reading theme.

June 8 - Danielle and Melissa at summer launch event for NATC - craft

June 18 and 19 - Brenda at SBHS for School Registration.

Look for us at NATC on July 18, National Night Out August 6, and the Sbfd Corn Boil on August 24.

**Meetings:**

June 3-7- Brenda attended Director's University in Springfield, IL

June 11 - Brenda met with Barbara at CCU about the parking lot and forthcoming signage

June 26 - Brenda met with Chief Adam Truman about the towing options in South Beloit.

**Administration:** June 17 - Chris Schneider came for a welcome to HR Source. An HR check-up visit is scheduled for July. Brenda has also been working with another HR representative on developing a vacation policy.

June 20/21 - Brenda has completed the annual recertification for OMA and FOIA.

June 26 - Brenda viewed a webinar titled Strategies for Minimum Wage Compliance. The library has received notification that we were awarded the AISLE/LBSS Endowment Fund Grant for the Reader's Choice Award books.

Brenda has been working with Jessica Barnes at Explore More to get South Beloit registered as a participating library.

Brenda has been exploring adding a knox box to the build for emergency access by the South Beloit Fire Dept as well as acquiring a sharps box, both recommended at DU.

**Staff:** June 27 - Becky watched a 1.5 hour webinar titled Serving Mentally Ill Patrons.

**Communications:** N/A

**Old Business:** Ramp Repair- Angus Young & Associates Update: The board discussed and reviewed the input from Katie at Angus Young. Brenda will follow up and ask for an updated quote and scope of work.

Parking lot use update: Brenda met with Barbara at CCU about the parking lot and forthcoming signage. Brenda is continuing to look into our options for signage.

**New Business:** Election of Officers: Marilyn motioned that Jose Alarcon remain President, Margie Bertholomey remain as Vice-President, Glenn Lineman remain as Treasurer, and Emily Sager remain as Secretary. Roy seconded and the motion was passed via unanimous roll call vote.

Automatic Door Opener Quotes: The board reviewed and discussed the quotes from Stanley Access Technologies and Tee Jay Service Company. After discussion, Amber motioned that the board move forward with the proposal presented to us from Stanley Access Technologies in the amount of \$4,567.00 . Margie seconded and the motion was passed via unanimous roll call vote.

Brenda will look into hiring an electrician and the requirements that are required for the wiring associated with the door opener project.

PUG Day- Request to close for training September 20th, 2019 at NIU-Rockford: Brenda requested that the library close on September 20th, 2019 so that the library staff can attend PrairieCat Users Group Day (PUG Day) at NIU-Rockford. PrairieCat is the library database that the library uses and it would be a really good staff development and networking opportunity. After discussion, Emily motioned that the library close on September 20th, 2019 so the library staff can attend PUG Day at NIU-Rockford. Amber seconded and the motion was passed via unanimous roll call vote.

**Executive Session:** At 7:55 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 Margie, seconded by Amber, and by a unanimous roll call vote, the board reconvened to an open session at 8:00 pm.

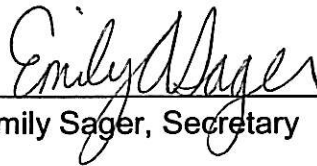
**Order of Business** (Vote on Executive Session Discussions): Emily motioned that the minutes of 10/8/18 remain confidential, Amber seconded, and the motion was passed by unanimous roll call vote. Emily motioned that the board approve the closed session minutes for 1/14/19 and 2/11/19, Roy seconded, and the motion was passed by unanimous roll call vote. Emily motioned that the minutes of 1/14/19 and 2/11/19 be released, Amber seconded, and the motion was passed by unanimous roll call vote.

**Trustees Comments:** Jose and Amber let the board know that they will not be at the August 12th board meeting.

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



Jose Alarcon, President  
Margaret Bertholomey, Vice President



Emily Sager, Secretary

