

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

**Call to Order:** President Jose Alarcon called the September 9th, 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 Adelman, Roy Cruse, Glenn Lineman, Amber Laue, and Emily Sager. Trustee Jarrod Peterson was absent. Also in attendance was Brenda Weinberg (librarian) and Joe Stadelman from Angus Young.

**Approval of Agenda:** Amber 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:** Margie made a motion to accept the approval of the minutes of August 12th, 2019 and the minutes of August 26th, 2019. The motion was seconded by Emily and approved by unanimous voice vote.

**Treasurer's Report:** Treasurer's report was presented. We should have spent no more than 67% of our budget and we are at 46%. Glenn is still watching CD rates and will negotiate with Cornerstone once he finds a competitive rate. Right now the money is in a savings account at Cornerstone until we transfer it to a CD.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$19,253.11 to be paid after Amber's motion and Ryan's second.

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

**Outreach:**

Aug 6-National Night Out-Brenda and Elaine provided information and games.

Aug 9-NATC Outdoor Movie-Danielle and Melissa provided information and games.

Aug 13-SBHS New Student/Freshmen Orientation-Melissa provided information.

Aug 24-SBFD Corn Boil-Brenda, Elaine and Danielle provided information and games.

**Meetings:** Aug 21-Brenda and Melissa met with Meghan and Evelyn from the Stateline Boys and Girls Club concerning the Teen Book Club partnership at SBHS.

Aug 26-Brenda met with Andrea Woodward the Riverview librarian about the LBSS grant/2020 Monarch Book nominees.

Aug 28-Brenda met with Principal Matt Roer at Clark about the LBSS grant/2020 Monarch Book nominees.

**Administration:** The floors in both public restrooms have been stripped and waxed by Crystal Cleaning Images. Brenda updated our Employment Application as advised by HR Source and is reviewing the I-9's.

**Staff:** Continuing Education webinars watched: Brenda-Libraries and Nature Connectors Brenda and Melissa-Hooray for Freedom-Part One Privacy, Confidentiality, and Intellectual Freedom Danielle-Name of the Game-Playing Tabletop Games to Build 21 Century Skills How Successful Libraries Thrive in Uncertain Times. Danielle also attended a CE class at Cherry Valley Public Library lead by Jim Gill.

**Communications:** Thank you card from Kathy Fago for the library's donation to Beloit Regional Hospice in memory of her sister-in-law.

**Old Business:**

Ramp Repair- Angus Young & Associates- Discuss/Approve bids: Joe stated that he had reached out to Gilbank and Rockford Structures to discuss any cost savings. Without changing the structure and design, there were no significant cost savings found. After discussion, Glenn motioned to accept Rockford Structure's bid in the amount of \$199,000 for the ramp repair project. Ryan seconded and the motion was passed via a roll call vote in favor (7-1):

Jose: Yes; Margie, Yes; Marilyn, No; Ryan, Yes; Roy, Yes; Glenn, Yes; Emily, Yes; and Amber: Yes.

Signature of Contract: The board discussed who was authorized to sign the contract from Rockford Structures with questions about whether Brenda as Director or Jose as President of the board should be the signatory. After further discussion, Glenn motioned that we accept the recommendation from our attorney regarding who is authorized to sign the contract. Margie seconded and the motion was passed via unanimous roll call vote.

**New Business:**

2020 Holiday Schedule- Discuss/Approve: The board reviewed and discussed the 2020 holiday schedule. After discussion, Ryan motioned that the board approve the 2020 holiday schedule as it stands. Margie seconded and the motion was passed via unanimous roll call vote.

FY 2020 Per Capita Grant Requirements for Trustees - Discuss:

- Review Chapter 11- Appendices of the Trustee Facts File Third Edition
- Complete one free on-line education opportunity regarding organizational management
- iii. Familiarize themselves with the services of the Digital Public Library Services of America and the Illinois Digital Archives

Brenda will send a follow-up email with links to the board members so they can complete the requirements.

**Trustees Comments:** Margie suggested the board add a discussion on the strategic plan on the agenda for next month along with Brenda's yearly review.

**Adjourn:** Meeting adjourned at 7:37 p.m. after Glenn motioned, Amber seconded, with a unanimous voice vote.

  
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Jose Alarcon, President

  
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Emily Sager, Secretary