

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

Call to Order: President Jose Alarcon called the October 14th, 2019 meeting to order at 7:02 p.m.

Roll Call: Present and answering to roll call were Trustees Jose Alarcon, Margie Bertholomey Marilyn Bukove, Roy Cruse, Glenn Lineman, Amber Laue, Jarrod Peterson, and Emily Sager. Trustee Ryan Adelman was absent. Also in attendance was Brenda Weinberg (librarian).

Approval of Agenda: Margie made a motion to approve the agenda. It was seconded by Amber 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 September 9th. The motion was seconded by Roy and approved by unanimous voice vote.

Treasurer's Report: Treasurer's report was presented. We should have spent no more than 75% of our budget and we are at 53%. We received another payment for our Winnebago County Tax Revenue. Glenn secured a new CD at Cornerstone at a rate of 2.45%.

Approval of the Bills: A unanimous roll call allowed the bills of \$30,372.67 to be paid after Amber's motion and Emily's second.

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

Programs: Youth: Little Builder's Club - First Monday night (ages 0-5) - Brenda/Elaine Lego Club - Third Monday night (ages 6 and up) - Brenda Storytime for Littles – Thursday mornings (ages 0-3) - Brenda Preschool Storytime - Friday mornings (ages 3-6) - Brenda DIY Saturday Storytime - Every Saturday Bookends and Backbends – Thursday nights (ages 8+) - Melissa

Adults: Book Club - First Saturday of the Month - Brenda Sci-Fi/Fantasy Book Club - Second Saturday of the month - Sean Bring Your Own Craft (BYOC) - Last Monday night of the month – Kathy

Outreach: Sept 10 - SBHS Teen Book Club

Meetings: Sept 5 - Brenda attended the City Center Council at BPL. Sept 19 - Brenda hosted the preconstruction meeting between the Library, Rockford Structures, and Angus Young met at SBPL. Sept 20 - All staff attended the PUG training day held at NIU-Rockford. Sept 26 - Brenda attended the Joint Review Board for the South Beloit Blackhawk/Gardner TIF District. Sept 30 - Brenda met with Barbi Ortiz at Cornerstone Credit Union to offer books for their waiting area.

Administration: Brenda delivered the links to staff and Trustees to fulfill their requirements for the FY2020 Per Capita Grant.

The School Supplies for Fines items were delivered to Riverview Elementary and SBHS. The Book Sale was held for the month of September as part of library card sign up month. New library card holders or those renewing cards were able to select an item for free from the sale. They also received coupons for a free Wendy's frosty and a Domino's pizza. Brenda has reached out to Better World Books to pick up the qualifying unsold items. Sale items were offered to NATC and the South Beloit School District during the last week of the sale. The Library will hold its annual Food for Fines offer for the month of November 2019.

Staff: Continuing Education webinars watched: Brenda-The E's of Libraries-Education, Employment, Entrepreneurship, Empowerment, and Engagement Brenda and Melissa-Hooray for Freedom-Part Two Developing Policies in Support of Ethical Practice Elaine-From Facilities to Trauma: Disaster Planning and Community Resiliency at Your Library Melissa- Received confirmation she passed the barcode certification test that enables her to add/items to our catalog.

Communications: N/A

Old Business:

Ramp Repair- Angus Young & Associates- Update: There was a pre-construction meeting on 9/19 with Angus Young, Rockford Structures, and Brenda. The front entrance will be available for as long as possible to patrons. Phase 1 will focus on Blackhawk Blvd area and Phase 2 will focus on the old ramp. If all goes according to schedule, a tentative final project date is November 20th, 2019.

New Business:

Contingency Amount (price changes to the base bid): The board discussed contingencies to the project. After discussion, Emily motioned that the board give Brenda authorization to approve items and amounts that come up during the change order process on the ramp repair project, spending only up to the \$210,000 amount the board previously approved. Amber seconded and the motion was passed via unanimous roll call vote.

Strategic Planning Discussion: Margie led the discussion.

Staff Development: Brenda discussed the possibility of a 2nd full time staff member and Glenn confirmed that the budget will allow this if Brenda and the board decide we want to follow through with this in the future. Staff and the board have continued to attend and listen to trainings to further and keep current our knowledge. Brenda will begin to recognize staff on the library's Facebook page.

Trustee Meeting Schedule for 2020: The board reviewed and discussed the 2020 Trustee meeting schedule. After discussion, Amber motioned that the board approve the 2020 Trustee meeting schedule as it stands. Emily seconded and the motion was passed via unanimous roll call vote.

Contract for Snow Plow Services by Ron Lyman/Professional Images: The board reviewed and discussed the contract for snow plowing. After discussion, Amber motioned that the board approve the contract for snow plow services by Ron Lyman/Professional Images as it stands. Emily seconded and the motion was passed via unanimous roll call vote.


Executive Session: At 7:50 pm, after a motion by Emily, seconded by Amber, and a unanimous roll call vote, the board went into a closed meeting to discuss personnel issues as provided by 5 ILCS 120/2 (c) (1) 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 8:01 pm.

Order of Business (Vote on Executive Session Discussions): N/A

Trustees Comments: N/A

Adjourn: Meeting adjourned at 8:03 p.m. after Jose motioned, Amber seconded, with a unanimous voice vote.



Jose Alarcon, President
MARGIE Bertholomey - vice president



Emily Sager, Secretary