

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

**Call to Order:** President Jose Alarcon called the December 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, Roy Cruse, Glenn Lineman, Emily Sager, and Amber Laue. Trustees Ryan Adleman and Jarrod Peterson were 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 November 14th, 2019. 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 92% of our budget and we are at 83%. We have received most of our Winnebago County Tax Revenue and expect a bit more to come in December.

Glenn made the board aware that we will pay for the ramp repair project in December so we will end the year a bit over budget.

Glenn will work on renewing or moving the CD's that are coming due in January 2020.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$47,160.40 to be paid after Amber's motion and Roy's second.

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

Meetings: Nov 7 and 21- Brenda hosted the construction meeting at SBPL between the Library, Rockford Structures, and Angus Young.

Nov 7- Brenda met with Glenn to create the proposed FY2020 Budget

Nov 7 - Brenda met with Barbi Ortiz from CCU confirming their interest in accepting books for their waiting area.

Nov 20 - Brenda and Melissa met with Police Chief Adam Truman for feedback regarding Emergency Procedures.

Administration: Brenda continued to work on the FY2020 Per Capita Grant and the corresponding FY2018 Per Capita Expenditure Report.

Melissa has been developing an Emergency Procedures flip book for personnel to provide guidance to staff for various types of emergencies.

The staff have discovered that some boxed DVD sets are missing. An inventory for the catalog has not been completed at the library for many years and was already something being considered.

During January, Brenda and staff plan on performing an inventory following the procedures presented at PUG day 2019.

Nov 26 - Brenda participated in the webinar from RAILS/HR Source titled Cannabis in the Workplace.

Staff: Nov 14 & 19 - Melissa completed the online trainings for FOIA and OMA.

Kathy has been shifting books and weeding under-circulating materials as she works.

**Communications:** Clark Elementary sent the library a thank you note for coming to Clark's Family Reading Night.

**Old Business:**

Ramp Repair- Angus Young & Associates- Update: There are two change requests that have come to Brenda's attention. One is an electrical outlet in the amount of \$445.50 and one is in the amount of \$8,637.20 for structural support addition to the side wall of the library. Project will move forward after Brenda signs and turns in the change orders.

The board discussed and Emily made a motion to allow Melissa to be the contact person for the ramp repair project while Brenda, the Director, is on vacation. Margie seconded and the motion was passed via unanimous roll call vote.

**Executive Session:** At 7:24 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- Director Review, discuss personnel issues as provided by 5 ILCS 120/2 (c)(1) of the Illinois Open Meetings Act- Staff holiday bonus, and to perform a semi-annual review of closed session minutes as provided by 5 ILCS 120/2 (C) (21) of the Illinois Open Meetings Act.

**Reconvene to Open Meeting:** With a motion by Margie, seconded by Emily, and by a unanimous roll call vote, the board reconvened to an open session at 7:55 pm.

**Order of Business (Vote on Executive Session Discussions):** Emily motioned that the library staff be given a holiday bonus of \$50, Amber seconded, and the motion was passed by unanimous roll call vote.

Emily motioned that the Director receive a 4% increase in salary, Amber seconded, and the motion was passed by unanimous roll call vote.

Emily motioned that moving forward the Director will have 3 weeks of vacation time and that the Director's vacation time will be reviewed on a periodic basis, Amber seconded, and the motion was passed by unanimous roll call vote.

Emily motioned that the board approve the closed session minutes for 7/8/19, 10/14/19, and 11/14/19, Amber seconded, and the motion was passed by unanimous roll call vote.

Emily motioned that the minutes of 10/8/18 remain confidential and that the minutes of 7/8/19, 10/14/19, and 11/14/19 be released, Amber seconded, and the motion was passed by unanimous roll call vote.

**New Business:**

**Tobacco-Free Workplace Policy:** The board reviewed and discussed the Tobacco-Free Workplace Policy. After discussion, Amber motioned that the board approve the Tobacco-Free Workplace Policy as presented. Emily seconded and the motion was passed via unanimous roll call vote.

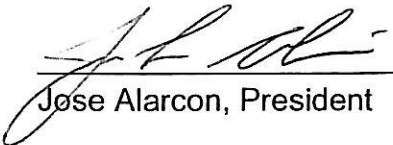
**Drug-Free Workplace Policy:** The board reviewed and discussed the Drug-Free Workplace Policy. After discussion, Marilyn motioned that the board approve the Drug-Free Workplace Policy as presented. Emily seconded and the motion was passed via unanimous roll call vote.

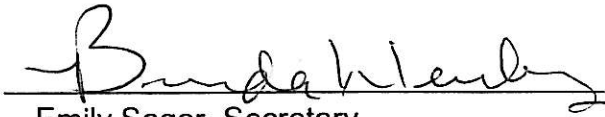
**Library Photograph and Video Policy:** The board reviewed and discussed the Library Photograph and Video Policy. After discussion, Marilyn motioned that the board approve the Library Photograph and Video Policy as presented. Margie seconded and the motion was passed via unanimous roll call vote.

The board discussed the notices that we received by the Winnebago County Board of Review regarding a \$100,000 Change Notice for National Retail Properties at 7400 First Ranger Dr. & 6070 Gardner St as well as 15755 Willowbrook Road- Road Ranger. At this time the library will not contest these changes.

**Trustees Comments:** N/A

**Adjourn:** Meeting adjourned at 8:08 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~~  
Brenda Weinberg, Secretary Pro Tem