

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

**Call to Order:** President Jose Alarcon called the February 10th, 2020 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, Ryan Adleman, Emily Sager, Amber Laue and Jarrod Peterson. No Trustees were absent. Also in attendance was Brenda Weinberg (librarian) and Mike Van Offeren representing Stateline Technologies.

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

**Public Comment:** Mike from Stateline Technologies shared with us his recommendation that we use a service to back-up our servers and files and additionally have the capability for Stateline to monitor our system and get alerts remotely. The cost shared with us was \$850 a month total for all services with a one-time equipment, installation, and set-up fee.

**Approval of Minutes:** Marilyn made a motion to accept the approval of the minutes of January 13th, 2020. The motion was seconded by Ryan and approved by unanimous voice vote.

**Treasurer's Report:** Treasurer's report was presented. We have not received our Winnebago Tax Revenue yet. That is expected to start coming in around May. We should have spent no more than 8-9% of our budget. We are over this amount due to the ramp repair project but this was expected and planned for. Glenn is continuing to work with Cornerstone and Advia to get the best rates for our CDs.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$64,489.96 to be paid after Ryan's motion and Amber's second.

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

Outreach:

Jan 13 - SBHS Teen Book Club-Melissa

Meetings:

Jan 9 - Brenda hosted the construction meetings at SBPL between the Library, Rockford Structures, and Angus Young.

Jan 29- Brenda and Melissa attended the quarterly Delegates Assembly held at Kishwaukee Community College. Melissa is now the alternate for representing the Library at Delegates.

Administration: Brenda, Kathy and Melissa have continued to work on the IPLAR report. It is nearly complete.

Another Diaper changing station has been purchased. One will now be available in both bathrooms to comply with the State of IL's HB3711.

Staff: Jan 23- Emily Roer came and shared some tips for using the Cricut machine

**Communications:** N/A

**Old Business:**

Ramp Repair- Angus Young & Associates- Update: Progress is being made on the project. Brenda will be present at the punch meeting and discuss what still needs to be done so the project can get finished.

**New Business:**

Continuity of Service Business Plan for IT- Mike Van Offeren representing Stateline Technologies: The board discussed Mike's recommendation. Brenda will request a formal proposal from Stateline Technologies and will inquire as to what other libraries and the city are doing with their technology services.

Non-Discrimination and Anti-Harassment Policy: This discussion was tabled until the next meeting as Brenda is waiting to hear back from our attorney.

Emergency Procedures Flip Chart: The board briefly discussed the Power Outage section and gave recommendations as to when the library should be closed in such an event. The rest of the discussion was tabled until the next meeting as Brenda is waiting to hear back from our attorney.

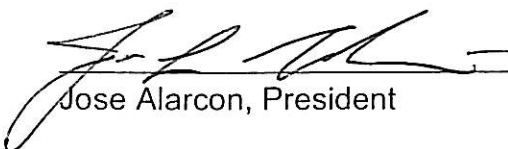
Family After Hours- quarterly 5:30-6:30pm beginning March 13, 2020:

The board reviewed and discussed Brenda's request to remain open after hours for Family After Hours events. After discussion, Ryan motioned that the board approve Brenda's request to remain open after hours once a quarter for Family After Hours event. Amber seconded and the motion was passed via unanimous roll call vote.

Strategic Planning Discussion: Brenda shared her recommendation that the library find out more about the longevity of our roof, furnace, sheds, and such and inquire as to when those types of repairs might need to be made. After discussion, the board gave the okay for Brenda to look into facility and space use consultants to see what services they would provide for us and what the cost of hiring one of these consultants would be.

**Trustees Comments:** N/A

**Adjourn:** Meeting adjourned at 8:12 p.m. after Marilyn motioned, Ryan seconded, with a unanimous voice vote.

  
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Jose Alarcon, President

  
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Emily Sager, Secretary