

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

**Call to Order:** President Jose Alarcon called the March 9th, 2020 meeting to order at 7:00 p.m.

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

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

**Public Comment:** N/A

**Approval of Minutes:** Ryan made a motion to accept the approval of the minutes of February 10th, 2020. The motion was seconded by Jarrod 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 16-17% of our budget. We are over this amount at 40% due to the ramp repair project but if you deduct the ramp repair costs we are in line with our budget at around 17%. Glenn negotiated a new CD at Cornerstone and is working with Advia to get the best rate for the CD we have through Advia that is expiring in April.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$46,883.18 to be paid after Ryan's motion and Margie's second.

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

**Outreach:**

Feb 10 - Fair Oaks - Danielle - a new monthly outreach destination  
Feb 11-SBHS Teen Book Club - Melissa  
Feb 27 - Riverview Family Reading Night - Danielle

**Meetings:**

Feb 27 - Brenda hosted the construction meeting at SBPL between the Library, Rockford Structures, and Angus Young. This was the punch list session for the ramp project.

**Administration:**

Feb 4 - Brenda participated in the 2 hr webinar from HR Source titled Discrimination Training for Supervisors.  
Feb 11 -Brenda submitted the IPLAR, Illinois Public Library Annual Report, to the IL State Library.

**Staff:**

Feb 16 - Melissa watched a 1 hr webinar from Web Junction titled Excel for Librarians.

Feb 18 - Brenda and Melissa attended the 3 hr PrairieCat Create Lists Class in Rockford. This class is essential for conducting inventory and running the necessary reports which are part of

the inventory process. We have begun inventorying the various collections in the library. Brenda has sent email notices to patrons whose card are expiring in the upcoming month. Danielle has been working on preparations for Family After Hours on March 13.

Brenda, Melissa, and Becky have been gathering ideas and ordering prizes for our 2020 Summer Reading Program - Imagine Your Story.

Greg and Brenda will be working on purging the basement of clutter and obsolete equipment with a unit value of \$250 or less.

Brenda is gathering information on Pandemic Response Procedures.

On Friday, February 28, 2020 Brenda's rearview window was smashed in while parked in the parking lot. A police report was filed. A suspect was arrested on Saturday.

**Communications:** N/A

**Old Business:**

Ramp Repair- Angus Young & Associates- Update: The board reviewed the punch list inspection report including the change request for lowering the existing electrical meter to make sure we are in compliance with code. To be done, the library will need to be closed for one day.

After discussion, Glenn motioned that the board approve the \$5,692.50 Change Request to have the electrical meter lowered. Ryan seconded and the motion was passed via unanimous roll call vote.

Continuity of Service Business Plan for IT: The board discussed Stateline Technologies' recommendation for a new business plan and felt that the new services might not be needed for a small library like ours. Brenda will reach out to other IT vendors to get a quote so we can compare prices.

Non-Discrimination and Anti-Harassment Policy: Brenda, in conjunction with the library's attorney, has updated the policy. After discussion, Emily motioned that the board approve the Non-Discrimination and Anti-Harassment Policy. Jarrod seconded and the motion was passed via unanimous roll call vote.

Emergency Procedures Flip Chart: The board discussed the changes that the library's attorney made to language in the flip chart.

Strategic Planning Discussion: Brenda shared her research on a facilities audit and the board discussed the general quotes that Brenda had put together. The board talked about having a commercial building inspector quote a price to come inspect the building. Brenda will follow up and reach out to some companies.

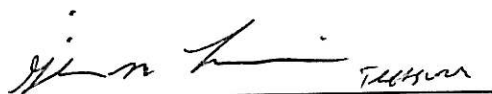
**New Business:**

Cyber Liability Including Cyber Deception quote: The board discussed the quote that Brenda received for a \$5 million policy. After discussion, Brenda will ask for an updated quote for a lower coverage option of \$1 million coverage limit for the cyber policy so the board can make an

informed decision as to whether this policy is needed. The board also asked Brenda to ask City Hall for a copy of the library's current insurance policy so we can have a copy on file.

**Trustees Comments:** N/A

**Adjourn:** Meeting adjourned at 8:17 p.m. with a unanimous voice vote after Ryan motioned and Jarrod seconded.

  
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Jose Alarcon, President

  
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Emily Sager, Secretary