

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

Call to Order: Vice-President Margie Bertholomey called the May 11th, 2020 meeting to order at 7:00 p.m. The meeting was held virtually within the recommendations of the extension of the guidelines of Governor's Pritzker's Executive Order due to the COVID-19 crisis.

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

Approval of Agenda: Amber made a motion to approve the agenda. It was seconded by Ryan and approved by unanimous roll call.

Public Comment: N/A

Approval of Minutes: Amber made a motion to accept the approval of the minutes of April 13th, 2020. The motion was seconded by Roy and approved by unanimous roll call.

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 late May or in June. We should have spent no more than 33% of our budget. We are over this amount due to the ramp repair project but if you deduct the ramp repair costs we are in line with our budget at around 21%.

Glenn is working with Advia and will get money from our savings account transferred over to a CD @ 1.25% soon.

Approval of the Bills: A unanimous roll call allowed the bills of \$16,215.73 to be paid after Ryan's motion and Roy's second.

Librarian's Report:

Not surprisingly, E-Circulation has gone up.

Meetings: Administration:

March 13-Votes from the Clark and Riverview for the AISLE/Monarch Awards were submitted

March 19-Brenda watched a webinar HR Source Q and A Corona Virus

March 20-Brenda watched a webinar COVID 19 Legal Issues for Public Libraries

March 20-While the building was already closed to the public the electricity was shut off for the day to lower the electric meter as required due the ramp project.

March 25-Brenda watched a webinar RAILS On line Round Table Libraries Respond to COVID 19

March 27-Brenda watched a webinar RAILS Managing Your Remote Workforce March 30 -

Brenda watched a webinar Paper Based Circulation IMLS

Staff: March 6-Brenda Melissa Danielle and Elaine attended the 3 hour training at BPL The Librarian's Guide to Homelessness

By March 2-Inventory scanning for library materials was completed (except for magazines) due to COVID 19 crisis Reports still need to be run to determine which items not scanned truly are missing

Communications: N/A

Old Business: N/A

New Business:

Reopening Phases/No Contact Curbside Services: The board reviewed Brenda's reopening phase plan. The board also discussed what hours the library should be open when we are allowed to reopen and discussed how to do this safely for both the library staff and patrons.

Brenda also let the board know that RAILS recommends that libraries quarantine materials for up to 7 days right now and that she contacted our attorney about reopening and he indicated that the library does not fall under the "essential services" category and recommends that the library stay closed until the end of May, following the Governor's Executive Order.

Fine Free Account Activation: The board reviewed and discussed the fine free account activation from PrairieCat. After discussion, Emily motioned that the board approve the activation of the fine free account service for curbside service, and in the foreseeable future, for overdue fees to help patrons. Ryan seconded and the motion was passed via unanimous roll call vote.

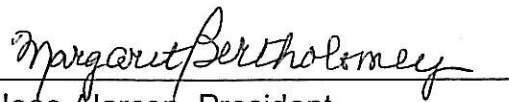
Insurance Coverage Summary Discussion: Brenda inquired and found out that, from the City and our insurance carrier's perspective, the library is covered under the City's insurance policy for property, general, and auto liability and not for worker's compensation, crime, & cyber. Brenda will reach out and get paper copies so we have on record a clear understanding of our insurance policies and coverage.

Our insurance carrier also let Brenda know about the Libraries of Illinois Risk Agency (LIRA) and Brenda filled out the application and sent it in but has not received a quote back yet. Once the quote comes in, Brenda will update the board on what coverage LIRA offers us and how much the policy premium would be.

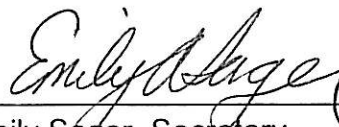
Brenda received a quote from Gallagher insurance and the board will discuss the quote next month with the LIRA quote.

Trustees Comments: Glenn let the board know that he will not be renewing his term and that next month's board meeting will be his last.

Adjourn: Meeting adjourned at 7:51 p.m. with a unanimous roll call vote after Emily motioned and Ryan seconded.



Jose Alarcon, President
Margaret Bertholomey -
Vice President



Emily Sager, Secretary