

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

**Call to Order:** President Jose Alarcon called the September 14th, 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 Jose Alarcon, Margie Bertholomey, Duane Farnsworth, Kylie Loewecke, and Amber Laue. Absent were trustees: Marilyn Bukove, Jarrod Peterson, Emily Sager, and Ryan Adleman. Also in attendance was Brenda Weinberg (Director of Library).

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

**Public Comment:** N/A

**Approval of Minutes:** Duane made a motion to accept the approval of the minutes of August 10th, 2020. The motion was seconded by Amber and approved by unanimous roll call.

**Treasurer's Report:** Treasurer's report was presented by Brenda.

Although we now have the fine-free account, some patrons are paying on old fines or paying for lost or damaged books that we have to replace.

We have received another Winnebago Tax Deposit and a Corporate Replacement tax payment.

We are over our budgeted amount due to the ramp repair project but if you deduct the ramp repair costs we are in line with our budget at around 48%.

Ryan will be reaching out to BMO to see about getting the best rate for renewing our CD there.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$14,145.22 to be paid after Amber's motion and Margie's second.

**Librarian's Report:**

**Meetings:**

**Administration:**

Aug 6 - Brenda participated in the local Director's Zoom meeting – 2 hr

Aug 17 – Brenda attended the SB City Council meeting - 1.5 hr

Aug 18 – Brenda watched the PUG Day Fine Free Panel session – 1 hr

Aug 19 - Brenda met with Duane for new Trustee orientation - .5 hr

Aug 20 – Brenda listened to the PUG Day OMNI Collection Development session - 1 hr

Aug 21- Brenda attended the local Director's Zoom meeting - 2 hr

Aug 25 – Brenda contacted the local school principals and asked them to share information about our promotion for September as National Library Card Signup month.

Aug 28 - Brenda attended the PUG Day Overdrive for Frontline Staff session - 1 hr

Aug 31 – Brenda attended the HR Source COVID19 Employer Q and A - 1 hr

**Staff:**

Aug 4 – Melissa watched the REALM webinar - 1.5 hr

Aug 18 – Kathy watched the PUG Day Fine Free Panel session – 1 hr

Aug 20 – Danielle watched the PUG Day Dynamic Programming in a Budget session - 1 hr

Aug 28 – Kathy watched the PUG Day Shifting Focus: Library Trend Scanning session - 1 hr

Brenda has added a couple of new databases for library patrons to use.

**Communications:** N/A

**Old Business:** N/A

**New Business:**

New email addresses for Library Trustees - Brenda recommended that the board have individual board email addresses for library board purposes through the library's system. After discussion, Margie motioned that the board approve the new email addresses for library trustees. Duane seconded and the motion was passed via unanimous roll call vote.

Circulation Policy-update to new Prairie Cat rules - Brenda received an email that Prairie Cat will be raising the amount that would cause patrons to be blocked for fines from \$4.99 to \$9.99. After discussion, Amber motioned to approve the new circulation policy. Kylie seconded and the motion was passed via unanimous roll call vote.

General Election Day Holiday 2020 (Nov 3, 2020)- After discussion, Duane motioned that the library be closed on November 3, 2020 for General Election Day. Amber seconded and the motion was passed via unanimous roll call vote.

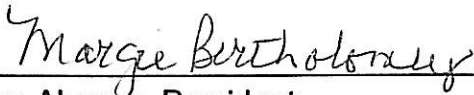
Holiday Schedule 2021- After discussion, Margie motioned that the board approve the holiday schedule for 2021. Amber seconded and the motion was passed via unanimous roll call vote.

Professional Images Contract for snow removal 20/21 renewal- After discussion, Kylie motioned that the board approve Professional Images' contract for snow removal. Margie seconded and the motion was passed via unanimous roll call vote.

Receipt of Serving Our Public 4.0 - Brenda requested that the board review the entire 2020 Serving Our Public document sometime before the next board meeting and she will assign the board chapters to focus on for discussion at the October board meeting.

**Trustees Comments:** Margie commented that it is very nice to have Kylie and Duane on the board.

**Adjourn:** Meeting adjourned at 7:42 p.m. with a unanimous roll call vote after Margie motioned and Amber seconded.

  
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Jose Alarcon, President  
Margie Bertholomey  
Vice President

  
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Emily Sager, Secretary

