

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

**Call to Order:** President Jose Alarcon called the January 11th, 2021 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, Ryan Adleman, Emily Sager, Duane Farnsworth, and Kylie Loewecke. Trustee Amber Laue was not present at roll call but joined the meeting at 7:12pm. Absent were trustees Marilyn Bukove and Jarrod Peterson. Also in attendance was Brenda Weinberg (Director of Library) and Joe Huberty from Engberg Anderson.

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

**Public Comment:** Joe from Engberg Anderson reviewed his proposal with the board including what services they would provide for their capital repair and facility effectiveness/improvement studies which would include setting up a cost spreadsheet.

**Approval of Minutes:** Duane made a motion to accept the approval of the minutes of December 14, 2020. The motion was seconded by Ryan and approved by unanimous roll call.

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

The library ended the year having spent 115% of our expenses budget due to the ramp repair project, but the ramp repair project was budgeted and accounted for with the transfer of funds from reserve. If you take out the project, we would have spent 80% of our budget.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$14,785.39 to be paid after 's Amber's motion and Margie's second.

**Librarian's Report:**

**Meetings:**

**Administration:**

Dec 1 - Brenda watched the RAILS webinar All Learners Welcome - Librarians Serving Home Learners and Homeschool families - 1 hr

Dec 8 - Brenda participated in a RAILS webinar OMA Compliance - 1 hr

Dec 8 - Brenda watched the RAILS Member Update meeting - 2 hr

**Staff:**

Dec 3 - Becky watched the webinar How to Reach and Engage Your Entire Community (Overdrive themed) - 1 hr

Dec 8 - Becky watched the webinar How to Join a Zoom Meeting and Zoom Meeting Controls - 30 min

Dec 11 - Danielle watched the Penguin Random House Virtual Fall 2020 Librarian Open Book Event - 1 hr

Staff completed covering up the "Do Not Place in Book Drop" stickers on all the DVDs and audiobooks.

Included with this Director's Report is the FY20 Return On Investment Report received from PrairieCat. Their fiscal year is July-June. This ROI has information regarding SBPL's items borrowed and loaned as well as Help Desk tickets addressed during this timeframe.

Reminder: the RAILS Trustees Roundtable Update 2021 will be Wednesday, January 20 at noon. The link to register was sent via email on Dec 8 or it may be found on the Library Learning site (L2) at <https://librarylearning.org/>. If you are not able to attend, it will be recorded for later viewing.

Note: The Public Library Per Capita Grant and Expenditure Report due date has been changed to March 15, 2021, from the typical January 15 due date. The IPLAR report is still due March 1, 2021. Brenda will be working on completing these two major reports over this timeframe.

**Communications:** Letter from Nick Dimassis was presented, thanking the board for their time and summarizing what he heard from the board members.

**Old Business:** N/A

**New Business:**

Proposals from Enberg Anderson --Capital Repair Study & Facility Effectiveness- see Public Comment for notes. The board also asked Brenda to reach out to Talcott Library in Rockton, IL and talk with the Director there about their expansion and how their library is set up.

Article "Critical Spaces Every Modern Library Must Have"- The board thought that this article had some good information and it got the board thinking more about how best to use our space and how to make the library an asset to the community in the 21st century.


OMA Closed session procedures- Brenda shared a webinar with the board that explained in more detail about when the board needs to go into closed session.

Trustee Short Takes- Strategic Planning- Brenda shared a "Short Takes" video with the board about strategic planning. Suggestions included doing a plan every 3-5 years, looking into the Edge Initiative, and including the community and the staff in the plan.

Strategic Plan- Margie shared the library's current strategic plan and suggested that the board add more goals as many have been completed. One such goal that was mentioned was to create and send out a community survey using a system like Survey Monkey.

**Trustees Comments:** Jose & Ryan will sign checks at the library this week.

**Adjourn:** Meeting adjourned at 8:31 p.m. with a unanimous roll call vote after Emily motioned and Amber seconded.

  
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Jose Alarcon, President

  
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Emily Sager, Secretary