

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

**Call to Order:** President Jose Alarcon called the April 12th, 2021 meeting to order at 7:07 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, Duane Farnsworth, and Emily Sager. Absent were trustees Marilyn Bukove, Kylie Loewecke, and Amber Laue. Also in attendance was Brenda Weinberg (Director of Library).

**Approval of Agenda:** Margie made a motion to approve the agenda. It was seconded by Duane 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 March 8th, 2021. The motion was seconded by Ryan and approved by unanimous roll call.

**Treasurer's Report:** Ryan presented the treasurer's report.

The library did receive Winnebago County Tax, Corporate Replacement Tax, and interest revenue.

All checks have cleared.

The board should have spent no more than 25% of our budget on expenses and we are at 16%. We are overspent in the Maintenance & Building Repair category due to snow plowing but no other increases are expected.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$15,790.78 to be paid after Margie's motion and Emily's second.

**Librarian's Report:**

**Meetings:**

March 5 - Brenda attended the ILA Legislative Meet Up for NW IL via Zoom

**Administration:**

March 2 – Brenda viewed the webinar from RAILS – All About Database Searching 1.5 hr

March 11 – Brenda attended the Prairie Cat Member Update - 2 hr

March 25 – Brenda attended the local Director's Zoom meeting - 1 hr

**Staff:**

March 19 –Danielle has joined a Readers Advisory Genre Study. The group currently meets every other month via Zoom. The group does not meet in the summer. 1.5 hr

Plans and preparations for Summer Reading Program are under way: weekly themed Take and Make Crafts, a Chalk the Walk activity, a StoryWalk® for the library plus a traveling one for Boys and Girls Club and Nature of the Confluence, an outdoor obstacle course, a Family Bingo

Challenge, a special program for Boys and Girls Club, in addition to the regular Storytime Bundles are some of the activities planned. We have prepared bags distribute to Clark and Riverview schools to promote the summer reading program since we are unable to visit the schools as we have in past years.

**Communications:** Brenda will send Jarrod a form letter to sign and send back to confirm his resignation and effective date.

**Old Business:**

N/A

**New Business:**

Trustee Short Takes- Board Ethics- Brenda shared a "Short Takes" video with the board about board ethics.

Next Phase of Reopening: Brenda let the board know that by 4/23 the library staff will have had the opportunity to have the 1st and 2nd vaccine shot plus the two week period afterwards. Brenda suggested that on 4/26 the library should move to the next phase of reopening, meaning the doors to the library would be unlocked for patrons to come in for brief (under 30 minutes) browsing, computer usage by appointment, continuing the increased sanitizing and cleaning procedures, and go back to pre-COVID hours. Emily motioned that the board approve Brenda's reopening plan, Ryan seconded, and the motion was passed via unanimous roll call vote.

**Trustees Comments:** Jose & Ryan said they would stop by the library and sign checks and Emily will stop by and sign the minutes.

**Adjourn:** Meeting adjourned at 7:38 p.m. with a unanimous roll call vote after Ryan motioned and Duane seconded.

  
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Jose Alarcon, President

  
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Emily Sager, Secretary