

*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 June 17, 2021 meeting to order at 7:03 p.m. The regularly scheduled June 14, 2021 was rescheduled due to lack of quorum at that meeting. 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, Marilyn Bukove, Duane Farnsworth, Kylie Loewecke, and Emily Sager. Absent were trustees Jose Alarcon, Ryan Adleman, and Amber Laue. Also in attendance was Brenda Weinberg (Director of Library).

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

Public Comment: N/A

Approval of Minutes: Marilyn made a motion to accept the approval of the minutes of May 10th, 2021 with corrections. The motion was seconded by Duane and approved by unanimous roll call.

Treasurer's Report: Brenda presented the treasurer's report.

Ryan moved \$75,000 from the MM at First National to the Harris Business checking.

The board should have spent no more than 42% of our budget on expenses and we are at 26%.

Brenda received a bill via the City of South Beloit for the library's portion of property and liability insurance.

Approval of the Bills: A unanimous roll call allowed the bills of \$22,464.62 to be paid after Emily's motion and Marilyn's second.

Librarian's Report:

Meetings:

- May 24 – Brenda and Margie met with board applicant Crystal Ellis via Zoom. 15 min

Administration:

- May 3 – Brenda watched a webinar on the 2020 Census Summit. 1 hr
- May 3 – Andrea Zondag started working as part-time circulation clerk.
- May 11 – Brenda shared the opportunity for Trustees to watch the RAILS Strategic Planning for Trustees webinar.
- May 13 – Brenda returned the patron purge list (inactive and expired cards) back to PrairieCat.

Staff:

- Andrea watched the new hire training videos using the PC Talent LMS platform-Encore, Sierra, Circulation as well as the sexual harassment prevention from the IDHR. 8 hr
- Elaine continued scanning weeded books for the Sustainable Shelves Program.
- Brenda, Melissa, Danielle, Andrea, Elaine, and Becky all watched the webinar by Ryan Dowd-Customers Without Masks 1 hr.
- Danielle watched a webinar on Socially Distanced Reader's Advisory and Programs – 1 hr
- Elaine watched webinars: Book Review Basics:Using Reviews and Annotations for Reader's Advisory and another on Dealing with Difficult People. 2 hr
- All staff received fire extinguisher training and located the extinguishers in the building. 15 min
- Brenda performed the appropriate tasks on the Safety and Maintenance checklists.

Communications: N/A

Old Business: N/A

New Business:

Revision to the Restore IL policy: Procedures for mask, programming, social distancing, meetings, etc. – Emily made a motion to amend the Restore IL policy to say that staff are required to wear masks until further notice and patrons/visitors are recommended to follow CDC guidelines. It was seconded by Duane and approved by unanimous roll call.

Trustee Short Takes – Library Policies – Postponed until July meeting.

Trustee Candidates - The board discussed the candidates. Margie motioned that the library submit Crystal Ellis' name to the Mayor/City Council for our board member vacancy. It was seconded by Kylie and approved by unanimous roll call.

Roofing Assessment Results – Edwin Carlson of Roofing Systems, Inc. assessed the roof. He indicated that the roof was good for another 3-5 years and recommended yearly inspections. He also recommended that the library get new gutters in the fall. He noticed the chimney needed repair. He recommended and reached out to his masonry and HVAC contacts.

Chimney repair quote: Darrell Williams came out and gave an estimate of \$780.00 for repairs to the chimney. Brenda has reached out to Abbey Roads and is waiting for them to inspect the chimney and give a quote.

HVAC quote: Miller Engineering gave a quote of \$1,638.00 for repairs. Flemings in South Beloit may be coming out to inspect the HVAC units so Brenda will wait for their quote, if possible. Brenda will continue to gather information for the board.

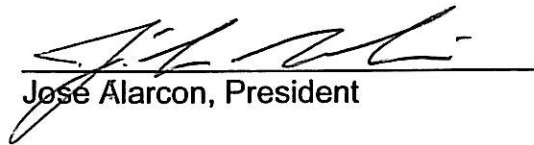
Curb removal- Postponed until July meeting.

Non-resident Fee: General Mathematical Formula; Based on property tax income, local population, and average household size- FY 2021 proposed amount \$80 – Duane made a motion to allow eligible non-residents the option to purchase a South Beloit library card for a fee of \$80.00 per year. It was seconded by Kylie and approved by unanimous roll call.

Fine Free-set sunset date or consider adopting a Full Fine Free Policy- The board discussed and is, in general, in favor of the idea. Brenda will gather more information about what it means to be a fine free library and will report back to the board. Marilyn Bukove left the meeting at 8:31 pm and was unable to rejoin virtually.

Trustees Comments: Duane suggested that the library's website include other local school district website links beyond CUSD #320.

Adjourn: Meeting adjourned at 8:39 p.m. with a unanimous roll call vote after Emily motioned and Duane seconded.



Jose Alarcon, President



Emily Sager, Secretary

