

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

**Call to Order:** President Jose Alarcon called the May 10th, 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, Marilyn Bukove, Duane Farnsworth, Kylie Loewecke, and Emily Sager. Trustee Amber Laue was not present at roll call and joined at 7:15pm. Absent were trustees 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 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 April 12th, 2021. The motion was seconded by Duane and approved by unanimous roll call.

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

The library did receive Corporate Replacement Tax in the amount of \$10,111.60, and a donation from the Girl Scouts which was used to purchase books related to STEM.

All checks have cleared.

The board should have spent no more than 33% of our budget on expenses and we are at 21%.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$15,441.16 to be paid after Emily's motion and Margie's second.

**Librarian's Report:**

Outreach:

Meetings:

- April 7- Brenda attended a meeting via Zoom with Six Flags Hurricane Harbor Rockford about their summer reading program participation offer. - 1 hr
- April 15 – Brenda spoke with a representative from T-mobile concerning hotspots for circulation.
- Administration:
- April 6 – In honor of National Library Workers Day Brenda provided lunch for the staff. The staff also received a lovely bouquet of flowers from an appreciative patron.
- April 20 – Brenda watched a RAILS webinar on Ventilation and Circulation - 1 hr
- April 21-23 - Brenda interviewed candidates for a part-time circulation assistant position.
- April 27 – Brenda attended the RAILS Member Update webinar – 1.5 hr
- April 28 – Brenda attended the PrairieCat Delegates Assembly via Zoom – 1.5 hr
- April 29 – Brenda attended the local/regional Directors meeting via Zoom – 1 hr

- At assorted times over the month Brenda conducted inspections of various items on the Maintenance and Safety Checklist (fire drill, emergency lighting, egress paths, façade of building, etc).

**Staff:**

- Elaine continued scanning weeded books for the Sustainable Shelves Program.
- Melissa assessed the collection for "Tough Topics" (topics patrons may want but are hesitant to ask staff) and will order as needed to improve collection relevance.
- Becky appraised the magazine collection looking for missed issues from publishers and followed up with EBSCO.
- Danielle worked on redesigning the lobby display case.
- All staff worked on preparations for patrons returning to the library: updated brochures and signs, added shelving to DVD shelves, faced books for display, refreshed book sale shelf, etc.

**Communications:** Brenda received Jarrod's official letter of resignation. Brenda will reach out to prior candidates to see if they are interested in re-applying for the open board position.

**Old Business:**

N/A

**New Business:**

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

Trustees terms up for renewal (Jose Alarcon & Marilyn Bukove): Both Jose and Marilyn indicated they would continue for at least one more term.

Requesting Building Inspector Estimates: Emily made a motion to have Brenda reach out and get inspections/estimates for the roof and HVAC systems. It was seconded by Duane and approved by unanimous roll call.

Trustees Comments: Jose said he would stop by the library and sign checks and Emily will stop by and sign the minutes.

Duane let the board know that the Libby app has podcasts and concerts to download and view and thought that this would be a great feature to highlight to our patrons.

Adjourn: Meeting adjourned at 7:46 p.m. with a unanimous roll call vote after Duane motioned and Amber seconded.

  
 \_\_\_\_\_  
 Jose Alarcon, President

  
 \_\_\_\_\_  
 Emily Sager, Secretary