

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

**Call to Order:** Secretary Emily Sager called the August 12<sup>9</sup>th, 2021 meeting to order at 7:03 p.m.

**Roll Call:** Present and answering to roll call were Trustees Marilyn Bukove, Duane Farnsworth, Kylie Loewecke, Emily Sager, and Crystal Ellis. Trustees Jose Alarcon, Margie Bertholomey, Ryan Adleman, and Amber Laue were absent. Also in attendance was Brenda Weinberg (Director of Library).

**Election of chairman for the 8/9/21 meeting to be president pro tem:** Marilyn made a motion that Emily be elected chairman for the 8/9/21 meeting and therefore be president pro tem. Duane seconded the motion and it was approved by unanimous voice vote.

**Swearing in of new trustee Crystal Ellis and of Marilyn Bukove:** Secretary, Emily Sager, administered the oath of office to Crystal and Marilyn.

**Approval of Agenda:** Marilyn made a motion to approve the agenda. It was seconded by Kylie and approved by unanimous voice vote.

**Public Comment:** N/A

**Approval of Minutes:** Marilyn made a motion to accept the approval of the minutes of July 12th, 2021. The motion was seconded by Kylie and approved by a unanimous voice vote.

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

The library received Winnebago County Tax, Corporate Replacement Tax, Interest Income, and \$3.00 in memorials/donation revenues. We should have spent no more than 58% of our budget and we are at 39%.

Brenda recommended that the board transfer \$100,000 from the First National money market account to the BMO Harris business checking to keep the library's account under the \$250,000 FDIC covered amount.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$17,482.22 to be paid after Marilyn's motion and Kylie's second.

**Librarian's Report:**

Meetings:

Administration:

July 1 – Brenda attended the local Director's Zoom meeting. 1 hr.

July 7 – The Fire Inspector from the SBFDD completed their inspection.

July 20 – Brenda watched the My Library Is... Online Roundtable: Canva for Libraries Zoom webinar. 1 hr

July 21 – Darrell Williams was at the library to repair the chimney.

The quarterly Delegates meeting for PrairieCat was cancelled due to virtual attendance allowance no longer permitted and unable to find a facility to host the event on such short notice.

**Staff:**

CE

Danielle and Melissa also watched the My Library Is... Online Roundtable: Canva for Libraries Zoom webinar. 1 hr

Melissa watched the PrairieCat Member Update on July 28 1.5 hr

Greg replaced all the smoke detectors and the CO alarm with 10-yr sealed battery models.

Non-fiction analysis to continuing. It is a slow process.

**Communications: N/A**

### **Old Business:**

Revision to the Restore IL policy: Procedures for mask, programming, social distancing, meetings, etc. – The board reviewed the policy and Duane made a motion to approve the Restore IL Safety Policy-Addendum policy as updated with the current CDC guidelines and that the board give Brenda, Director of the Library, approval to amend the policy as needed to follow CDC guidelines as released and updated. It was seconded by Kylie and approved by unanimous roll call.

Curb removal: Discussion was tabled until the next meeting when Ryan could give the board an update.

HVAC quote: The board discussed the quotes from Fleming in the amount of \$1,619.00 (verbal only), from Miller Engineering in the amount of \$1,638.00, and from Premier in the amount of \$2,115.00. Crystal made a motion to approve the quote from Miller Engineering in the amount of \$1,638.00. It was seconded by Kylie and approved by unanimous roll call.

Copier: The board discussed leasing versus owning the copier. Duane made a motion that the library purchase the Kinola Minolta bizhub C287 in the amount of \$2,500.00 with a maintenance plan. It was seconded by Kylie and approved by unanimous roll call. Brenda will give the board the exact amount of the maintenance plan at the next board meeting.

### **New Business:**

Circulation (Fine Free) Policy: The board discussed the policy. Kylie made a motion to approve the circulation (fine free) policy with the addition of the incremental overdue notice schedule and that the board approve the waiving of previously assessed late fees for South Beloit patrons. It was seconded by Duane and approved by unanimous roll call.

Holiday Schedule 2022: The board discussed the schedule. Marilyn made a motion to approve the 2022 holiday schedule. It was seconded by Kylie and approved by unanimous roll call.

Trustee Short Takes – Evaluating the Library Director- The board watched the video and reviewed the resources on evaluating the director.

**Trustees Comments: N/A**

**Adjourn:** Meeting adjourned at 8:26 p.m. after Marilyn motioned, Kylie seconded, with a unanimous voice vote.

*Margaret Bertholomey*

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**Jose Alarcon, President**  
*Margaret Bertholomey, Vice Pres.*

*Emily Sager*

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**Emily Sager, Secretary**

