

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

Call to Order: President Jose Alarcon called the October 11th, 2021 meeting to order at 7:00 p.m.

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

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

Public Comment: N/A

Meet and Greet with City Administrator- Sonya Hoppes: Sonya discussed some of the City's challenges she is working towards, including solutions to provide more tax generated income. Margie asked about communication and Sonya expressed that the City could do a better job of this and she is working on solutions, including potentially hiring a part-time paid volunteer, to improve communication.

Approval of Minutes: Duane made a motion to accept the approval of the minutes of September 13th, 2021. The motion was seconded by Kylie and approved by a unanimous voice vote.

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

The library received Winnebago County Tax in the amount of \$90,281.39, Interest Income in the amount of \$3,032.67, and \$5.00 in memorials/donation revenues. We should have spent no more than 75% of our budget and we are at 51%. Additionally, two checks from September are outstanding.

Approval of the Bills: A unanimous roll call allowed the bills of \$16,011.66 to be paid after Margie's motion and Ryan's second.

Librarian's Report:
Meetings:

Administration:

Sept 9 - Brenda met with the local Directors group via Zoom.

Sept 21 – Brenda met with Nancy Lee LaBorde from Gem Printing/Balsey Printing to learn about potential services.

Sept 30 – Brenda watched the RAILS Member Update.

Staff:**PUG Days On-Line Event**

Becky - Get back in here! Library Promotional Ideas to Draw Patrons In, How to Go Fine Free In PrairieCat/Question and Answer Session

Danielle - All About Adult Programming, Get Back in here! Library Promotional Ideas to Draw Patrons In, Cataloging Essentials

Andrea - Get Back in Here! Library Promotional Ideas to Draw Patrons In

Melissa - Cataloging Essentials, Get Back in here! Library Promotional Ideas to Draw Patrons In

Brenda - Technology on a Shoestring Budget, Take the VEGA Journey, The Library After COVID, Cataloging Essentials

Other CE

Danielle – LACONI POP Building Engagement, Free Form Free For All, RAILS Youth Programmers

Andrea – Free Form Free For All

Brenda – Strategic Planning 101: Key Considerations for a Successful Plan

For September is Library Card Sign up Month we had support shown from various community leaders: City Administrator, Police Chief, Fire Chief with promotion on SBF D sign, South Beloit Boys and Girls Club, Clark Elementary, City Council member, and of course the Library Board.

For the SLCSM gift basket promotion we had 30 adult, 18 young adult, and 19 child tickets submitted.

Non-fiction analysis to continue. It is a slow process. We are up to the 510's. Melissa/Brenda

Communications: N/A

Old Business:

Reviewed the Restore IL Safety policy: No changes were made.

New Business:

South Beloit Public Library By-Laws Discussion and Approval: The board discussed the by-laws draft. The draft was approved by the library's attorney. Margie made a motion to approve the South Beloit Public Library By-laws as presented. It was seconded by Duane and approved by unanimous roll call.

Victims' Economic Security and Safety Act Policy: The board discussed the policy. Brenda got the language for the policy from HR Source and the draft was approved by the library's attorney.

Ryan made a motion to approve the Victims' Economic Security and Safety Act Policy as presented. It was seconded by Emily and approved by unanimous roll call.

Jury Duty Policy: The board discussed the policy. Kylie made a motion to approve the Jury Duty Policy as presented. It was seconded by Ryan and approved by unanimous roll call.

Circulation Policy: The board discussed the policy. Kylie made a motion to approve the Circulation Policy as presented. It was seconded by Ryan and approved by unanimous roll call.

Trustee Kylie Loewecke left the meeting at 8:01 pm.

PerCapita Grant Requirements for FY 2022- Serving our Public 4.0 Chapters 5-8 discussion: The board discussed the chapters and would like to see the library staff re-certified in CPR and AED trained.

Trustee Short Takes – Board Succession Planning and New Board Orientation: The board decided to table this discussion until next month's meeting.

Employee wage increases for FY 2022: After discussion, Emily motioned that the library staff be given a wage increase of 3%, 2% cost of living increase plus a 1% merit increase based on Brenda's recommendation, Ryan seconded, and the motion was passed by unanimous roll call vote.

Emily motioned that the library staff each be given a holiday bonus of \$75, Margie seconded, and the motion was passed by unanimous roll call vote.

Board Meeting Schedule for 2022 - After discussion, Ryan motioned that the board approve the Board Meeting Schedule for 2022. Duane seconded and the motion was passed via unanimous roll call vote.

Executive Session: At 8:10 pm, after a motion by Emily, seconded by Ryan, and a unanimous roll call vote, the board went into a closed meeting to discuss personnel issues as provided by 5 ILCS 120/2 (c)(1) of the Illinois Open Meetings Act- Director Review.

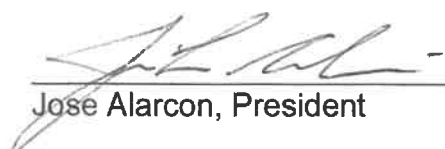
Reconvene to Open Meeting: With a motion by Emily, seconded by Ryan, and by a unanimous roll call vote, the board reconvened to an open session at 8:17 pm.

Order of Business (Vote on Executive Session Discussions):

Emily motioned that the Director receive a 3% increase in salary, Margie seconded, and the motion was passed by unanimous roll call vote.

Trustees Comments: N/A

Adjourn: Meeting adjourned at 8:21 p.m. after Emily motioned, Ryan seconded, with a unanimous voice vote.



Jose Alarcon, President



Emily Sager, Secretary

