

*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 December 13th, 2021 meeting to order at 7:00 p.m.

**Roll Call:** Present and answering to roll call were Trustees Margie Bertholomey, Marilyn Bukove, Duane Farnsworth, Emily Sager, and Crystal Ellis. Trustees Jose Alarcon and Ryan Adleman were absent. Trustee Kylie Loewecke was not present at roll call and entered the meeting at 7:03pm. Also in attendance was Brenda Weinberg (Director of Library).

**Approval of Agenda:** Marilyn made a motion to approve the agenda. It was seconded by Crystal 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 November 8th, 2021. The motion was seconded by Duane and approved by a unanimous voice vote.

**Treasurer's Report:** Ryan was absent so Brenda commented that she will ask Ryan to look into rolling over the expiring CDs at Cornerstone and Advia.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$22,974.61 to be paid after Duane's motion and Kylie's second.

**Librarian's Report:**

**Meetings:**

**Administration:**

Nov 1 – Brenda received books from Mayor Ted Rehl on behalf of the Rockton-Roscoe Rotary Club.

Nov 11 – Brenda spoke with Therese Oldenburg and Sonya Hoppes regarding the Holiday Tree Lighting ceremony to be held at NATC coordinated by NATC, City of South Beloit, and SBPL.

Nov 18 - Brenda attended the local Director's meeting via Zoom.

Nov 18 - Brenda attended the Prairie Cat Member Update.

**Staff:**

**CE**

The South Beloit Fire Department came to the library on Nov 16 and provided staff training on CPR and First Aid.

Danielle – has completed the training for Item Entry and Serials via the PC Talent LMS training

Danielle - ABOS-Preschool Outreach Programmers: Fall 2021 – 2 hrs

Andrea – WebJunction – Collection Development - 1 hr

Melissa – Booklist/ALA Debut Authors - 1 hr

Becky is reviewing patron accounts and forgiving past overdue fines, as applicable.

Becky reviewed website checking links, relevancy, and ADA compliance.

Becky reached out to Brent Schoonover, local artist, for a donation of a poster. Four signed posters of comic book characters were donated to the library.

Non-fiction analysis is continuing. We are now at 590's.

New Adult passive program starting in January 2022—Armchair Explorer: 50 States. We will promote books, movie, and a recipe for the featured state of the month. Information about the corresponding A to Z databases will also be shared.

**Brenda's FY 2022 Self-Generated Goals:**

Chapter 2 – Serving Our Public 4.0 – Governance and Administration

- Support Staff Education with monthly trainings

Chapter 6 - Serving Our Public 4.0 – Safety

- See about acquiring an AED/provide required training on AED

Chapter 7 – Serving Our Public 4.0 - Collection Management

- Finish review of Adult non-fiction and begin review Juvenile non-fiction
- Perform Reverse Diversity Audits of the adult, young adult, and juvenile collections-add in items as needed
- Add additional database(s): Hoopla? Or other to support collection needs of the community

Chapter 13 – Serving Our Public 4.0 - Marketing, Promotion, Collaboration

- Develop a procedure for on-boarding new patrons with periodic emails about library services and programs

**Communications:** N/A

**Old Business:**

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


**New Business:**

Board Vacancy- The board briefly discussed the applications and decided to discuss the applications further at the January 2022 board meeting when hopefully more board members can be present.

PerCapita Grant Requirements for FY 2022- Serving our Public 4.0: The board briefly discussed the grant paperwork and thought Brenda did a really good job of describing what the library has accomplished throughout the year. Brenda will submit the grant paperwork on the library's behalf.

**Trustees Comments:** N/A

**Adjourn:** Meeting adjourned at 7:40 p.m. after Emily motioned and Marilyn seconded, with a unanimous voice vote.

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

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