

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

Call to Order: President Jose Alarcon called the February 14th, 2022 meeting to order at 7:00 p.m.

Roll Call: Present and answering to roll call were Trustees Jose Alarcon, Margie Bertholomey, Marilyn Bukove, Ryan Adleman, Emily Sager, and Crystal Ellis. Trustees Duane Farnsworth and Kylie Loewecke were not present at roll call but came late to the meeting at 7:02pm and 7:07pm respectively. Also in attendance was Brenda Weinberg (Director of Library).

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

Public Comment: N/A

Approval of Minutes: Emily made a motion to accept the approval of the minutes of January 10th, 2022 with a correction of changing the open meeting time after closed session to 7:28pm. The motion was seconded by Ryan and approved by a unanimous voice vote.

Treasurer's Report: Ryan presented the report. A couple of checks were outstanding but they have been taken care of after 1/31/22. Ryan took care of rolling over the CD at Cornerstone and Brenda now has online access to it as well.

The library has spent 10% of our budget for the year so far.

Approval of the Bills: A unanimous roll call allowed the bills of \$24,537.61 to be paid after Ryan's motion and Margie's second.

Librarian's Report:

Meetings:

Administration:

- Jan 11 Brenda virtually met with Prairie Cat admin and other PC Fine Free library Directors to discuss adjustments to wording on notifications
- Jan 19 Brenda attended the virtual RAILS Member Update- 2 hrs
- Jan 19 Brenda, Jose, and Margie met with Trustee Candidates
- Jan 26 Brenda attended the Delegates Assembly - 1 hr
- Jan 31 Brenda sent the first in the series of the Welcome Email series to new patrons. It is a series of three emails covering holds, reading history, fine free, text reminders, digital services, and programs available.

Staff:

Continuing Education:

- Becky and Elaine Niche Academy/Homeless Training Institute - Advanced Body Language - 1 hour
- Becky, Melissa, Danielle, Brenda, Andrea – Niche Academy/HTI – Library Violence Prevention and De-escalation – 1hr

- Becky – Intellectual Freedom: Basic Training for New Staff and refresher for the Rest - 1 hr
- Brenda completed the annual OMA training by the IL Attorney General- 1 hour
- Brenda, Andrea, Danielle - Sexual Harassment Prevention Training by the IL Dept of Human Rights – 1 hour
- Ethics and Conflict of Interest Statements signed by all staff.

Non-fiction analysis is continuing. We are now at 628's.

Sexual Harassment Prevention Training, Ethics and Conflict of Interest Statements, and information about the virtual ILA Legislative Meet-up on Feb 28, 2022 has been shared with board members.

2022 IPLAR has been completed and is ready for submission.

Becky is retiring after 29 ½ years. February 28th will be her last day.

Communications: Amazing Grace Lutheran Church has applied for Property Tax Exemption Status with Winnebago County. The board will not contest.

Old Business:

Review the Restore IL Safety policy: After discussion, Duane motioned that the policy be updated to follow Gov. Pritzker's mask mandate order as of 2/28/22. Ryan seconded and the motion was passed by unanimous roll call vote. Brenda will update the policy as soon as the governor officially issues his order.

New Business:

Dissolve Special Committee for Trustee Candidates and Assume its Duties – Emily motioned that the board dissolve the special committee for trustee candidates and assume its duties. Margie seconded and the motion was passed by unanimous roll call vote.

Approve Minutes from the virtual Special Committee Meeting on January 19, 2022 at 6 pm: Margie motioned that the board approve the minutes from the virtual special committee meeting on January 19, 2022 at 6:00pm. Emily seconded and the motion was passed by unanimous roll call vote.


Approve Minutes from the virtual Special Committee Meeting on January 19, 2022 at 6:30 pm: Margie motioned that the board approve the minutes from the virtual special committee meeting on January 19, 2022 at 6:30pm. Kylie seconded and the motion was passed by unanimous roll call vote.

Board Vacancy – Candidates: Jose and Margie shared their notes on the candidate interviews: Paula Richeson and Ameer Foster. The board discussed both candidates. Ryan motioned that the board submit Paula Richeson's name to the mayor for the open board vacancy. Margie seconded and the motion was passed by unanimous roll call vote.


Request Proposals for Roof/Gutter/HVAC Replacement Project- Brenda will contact Angus Young to discuss getting the bid process started.

Trustees Comments: Ryan reminded the board to go onto the City's website and sign up for email updates and a newsletter from the City.

Adjourn: Meeting adjourned at 7:55 p.m. after Marilyn motioned and Emily seconded, with a unanimous voice vote.



Jose Alarcon, President



Emily Sager, Secretary
Margaret Bertholomey, vice president

