

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

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

**Jose appointed Secretary:** Crystal Ellis (for 3/14 only)

**Swearing in of New Trustee, Paula Richeson/Oath of Office:** Crystal Ellis read oath to Paula Richeson, Paula recited the oath, Paula signed the oath

**Roll Call:** Present and answering to roll call were Trustees Jose Alarcon, Margie Bertholomey, Marilyn Bukove, Crystal Ellis, Duane Farnsworth, Paula Richeson. Kylie Loewecke was not present at roll call but arrived at 7:05 p.m. Trustees Ryan Adelman and Emily Sager were absent. Also in attendance was Brenda Weinberg (Director of Library).

**Approval of Agenda:** Marilyn made a motion to accept the approval of the minutes of February 14, 2022 with a correction of taking out the board vacancy poll. Duane seconded the amended minutes and minutes were approved by a unanimous voice vote.

**Treasurer's Report:** Brenda presented the report in Ryan's absence. The CD at Cornerstone was transferred into the savings account at Cornerstone. The CD at BMO matures in May. All outstanding checks have been cashed.  
The library has spent 17% of our budget for the year.

**Approval of the Bills:** A unanimous roll call of those present allowed the bills of \$17,239.02 to be paid after Duane's motion and Marilyn's second.

**Librarian's Report:**

- A new employee, Cassidy Loberg, is working as a circulation assistant.
- Summer Reading Program preparations have begun.
- No updates on the economic interest form yet (Secretary of State says guidance is coming soon).
- Meetings:
  - Feb 1 Brenda completed the FOIA training
  - Feb 17 Brenda met virtually with the local Director's group
  - Feb 24 Brenda met with Paula Richeson for Trustee Orientation
  - Feb 28 Brenda virtually attended the NW IL Legislative Meet-up
- Staff Trainings
  - Melissa, Becky, Andrea, and Brenda watched the Transitioning to Libby Webinar

- Melissa, Becky, Elaine, Greg, and Cassidy completed Sexual Harassment Prevention Training by the IL Dept of Human Rights
- Melissa, Andrea, Danielle, and Brenda completed the Niche Academy/HTI-Unattended Children webinar
- 2021 ILLINET ILL Reciprocal Borrowing Statistical Survey and 2022 Public Library Annual Certification was submitted

**Communications:** none at this time

**Old Business:**

**Restore IL Safety Policy Addendum:** Discussion: There are no current problems with the amended policy created at the February meeting. Brenda is hoping to have in-house crafts this summer. Storytime will remain take and make. Brenda also has plans to have outdoor activities this summer. Duane motioned and Margie seconded to adopt the written policy as approved at the February Board meeting. The motion passed by a unanimous roll count vote by all present.

**New Business:**


**FOIA Policy:** Discussion: Brenda explained that the policy has been updated with current information and a request for FOIA was created. Margie motioned to accept the updated FOIA policy. Marilyn seconded the motion, and the motion carried with a unanimous voice vote by all who were present.

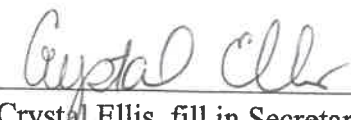
**Public Comment Policy:** Discussion: Brenda amended the policy to include a 30 minute time limit for public comment, 3 minute time limit per speaker, and a sign-in sheet for public comment. Marilyn motioned to accept the amended public comment policy. Duane seconded the motion. The policy was passed by a unanimous voice vote by all who were present.

**Agnes-Young proposal for HVAC/roof/gutter:** Proposal has not been received yet. This was tabled for the April meeting.

**Trustee Comments:** Duane was seeking clarification on the Circulation Policy on the South Beloit Library Board Policies found on the website. Brenda is going to look into it. Jose and all board members welcomed and thanked Paula.

**Adjourn:** Meeting adjourned at 7:31 p.m. after Marilyn motioned and Duane seconded, with a unanimous voice vote of all present.

  
 Jose Alarcón, President  
 Margie Bertholomey, Vicepres.

  
 Crystal Ellis, fill in Secretary for 3/14