

*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 April 11th, 2022 meeting to order at 7:00 p.m.

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

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

**Public Comment:** The board asked Joe Stadelman questions related to the bidding process. He indicated that along with the board voting to hire Angus-Young, the board also needed to discuss whether we want a one versus two bid process. Either way he indicated there would be a pre-bid meeting in which the bidders could attend and look at the drawings and both ask questions and have questions answered.

**Approval of Minutes:** Duane made a motion to accept the approval of the minutes of March 14th, 2022. The motion was seconded by Marilyn and approved by a unanimous voice vote.

**Treasurer's Report:** Ryan presented the report. A CD at BMO is maturing in May. Ryan will look into putting the money into a money market account for now until the rates for CDs improve a bit more.

For expenses, the library should have spent no more than 25% of our budget and we are at 24%. Additionally, the library received revenue from the Corporate Replacement Tax in the amount of \$15,777.90 and Interest Income in the amount of \$1,088.44. The library has not yet received any Winnebago County Tax revenue.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$19,392.12 to be paid after Ryan's motion and Crystal's second.

**Librarian's Report:**

Meetings:

Administration:

- Mar 2 Brenda met with Joe Stadleman from Angus Young regarding the HVAC/roof/gutter proposal
- Mar 4 Brenda watched the RAILS Competitive Bidding Process webinar - 1hr
- Mar 4 Brenda submitted the votes from Clark and Riverview schools for the Monarch Readers' Choice Awards
- Mar 9 Brenda watched the webinar Designing Effective Library Signage: Communicating Strategically to Your Users - 1 hr
- Mar 17 Brenda watched the webinar RAILS Online Roundtable: The Ins and Outs of Material Challenges - 1hr
- Mar 23 Brenda spoke with Hoopla representative regarding the adding resource
- Mar 29 Brenda met with Dave Palmer Interim Chief SBF
- Mar 31 Brenda watched the Prevailing Wage seminar put on by the Indiana, Illinois, Iowa Foundation for Fair Contracting - 4 hr

Staff:

Continuing Education:

- Danielle - Designing Effective Library Signage - 1 hour
- Brenda - Advanced Body Language Niche Academy HTI - 1 hr
- Brenda, Elaine, Andrea, Danielle, Melissa, Cassidy- HTI Service Animals: Your Obligations Under ADA - 1 hr

Cassidy has redesigned the monthly in-house newsletter.

Non-fiction analysis is continuing. We are still at 641's.

Summer Reading Program preparations are keeping staff busy.

**Communications:**

FOIA request- Reconsideration of materials requests 2018-March 24, 2022: Brenda shared the FOIA request to the board. Brenda looked through the library's files and responded back to the inquiry with "no records found."

Becky Garrow- Thank you card

**Old Business:**

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

Angus-Young proposal for HVAC/Roof/Gutter project: After discussion, Duane motioned that the board approve Angus-Young's proposal in the amount of \$19,600.00. Ryan seconded and the motion was passed by unanimous roll call vote. Brenda will contact Angus-Young and give them a signed contract and also let them know that the board will discuss a one versus two bid process and come to a conclusion at the next board meeting.

**New Business:**

Introductory Policy - After discussion, Marilyn motioned that the board approve the Introductory Policy. Emily seconded and the motion was passed via unanimous roll call vote.

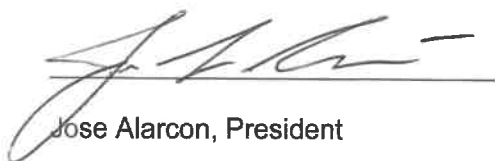
Open Door Policy - After discussion, Ryan motioned that the board approve the OpenDoor Policy. Paula seconded and the motion was passed via unanimous roll call vote.

Pay Schedule and Timesheet Record Keeping Policy - After discussion, Ryan motioned that the board approve the Pay Schedule and Timesheet Record Keeping Policy. Marilyn seconded and the motion was passed via unanimous roll call vote.

Resignation Policy - After discussion, Emily motioned that the board approve the Resignation Policy. Paula seconded and the motion was passed via unanimous roll call vote.

**Trustees Comments:** N/A

**Adjourn:** Meeting adjourned at 7:52 p.m. after Marilyn motioned and Ryan seconded, with a unanimous voice vote.



Jose Alarcon, President



Emily Sager, Secretary