

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

**Call to Order:** President Jose Alarcon called the May 9th, 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, Kylie Loewecke, Emily Sager, Crystal Ellis, and Paula Richeson. Trustee Duane Farnsworth was absent. Also in attendance was Brenda Weinberg (Director of Library).

**Approval of Agenda:** Margie made a motion to approve the agenda. It was seconded by Ryan 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 April 11th, 2022. The motion was seconded by Ryan and approved by a unanimous voice vote.

**Treasurer's Report:** Ryan presented the report. He will get the matured BMO Harris CD taken care of. He will look into our options and report back to the board next month for it and potentially closing accounts at First National Bank and Trust due to fees being assessed.

For expenses, the library should have spent no more than 33% of our budget and we are at 30%. Additionally, the library received revenue from the Corporate Replacement Tax, Interest Income, and Memorials/Donations.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$15,250.29 to be paid after Ryan's motion and Paula's second.

**Librarian's Report:**

Meetings:

Administration:

- April 5 Brenda watched the Municipal Minute podcast regarding the revised Statement of Economic Interest
- April 5 Brenda reached out to the new Director at NATC, Julie Uram, to welcome her to the community
- April 20 Brenda met with Meghan Moffet-Minter at the South Beloit Boys and Girls Club in preparation for the library's summer visits to the club
- April 22 Brenda attended the virtual Prairie Cat Member Update
- April 29 Brenda and Greg met with Steven Genin from Angus Young for a site investigation for the HVAC/Roof project

Staff:

CE

- Danielle-PC Item Entry barcode certification made permanent
- Brenda, Cassidy, Danielle, Andrea - Mental Illness Part 1: How to Handle Problematic Behavior 1.5 hr Andrea - Being Customer Focused: New and Emerging Trends in Customer Service 1 hr
- Melissa – completed FOIA training

Cassidy is sharing responsibilities with Melissa for Facebook and has been correcting accessibility issues on the website.

The annual patron purge (cards expired prior to Jan 1, 2022, last circulation before 01/01/2019) has been completed.

Non-fiction analysis is continuing. We are at 658's.

Summer Reading prep is nearly completed.

**Communications:** None

**Old Business:**

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

Angus-Young proposal for HVAC/Roof/Gutter project- 1 or 2 bid process: After discussion, Emily motioned that the board recommend a 2 bid process to Angus-Young. Kylie seconded and the motion was passed by unanimous voice vote.

**New Business:**

Hoopla Agreement Discuss/Approve - The board discussed the pro's and con's of the e-resource and felt like some more research and insight was needed before committing to a two year contract.

Brenda will reach out to the Roscoe and Talcott libraries to talk with them about their experience and usage of Hoopla and will contact the representative from Hoopla to gain some additional information as well. The board will discuss this further at the next board meeting.

**Trustees Comments:** N/A

**Adjourn:** Meeting adjourned at 7:35 p.m. after Marilyn motioned and Paula seconded, with a unanimous voice vote.

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Jose Alarcon, President

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Emily Sager, Secretary