

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

Call to Order: President Jose Alarcon called the October 10th, 2022 meeting to order at 7:00 p.m.

Roll Call: Present and answering to roll call were Trustees Jose Alarcon, Margie Bertholomey, Duane Farnsworth, Kylie Loewecke, Emily Sager, Crystal Ellis, and Paula Richeson. Trustees Marilyn Bukove and Ryan Adleman were 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 Duane and approved by unanimous voice vote.

Public Comment: N/A

Approval of Minutes: Kylie made a motion to accept the approval of the minutes of September 12th, 2022. The motion was seconded by Paula and approved by a unanimous voice vote.

Treasurer's Report: Brenda presented the treasurer's report.

The library received Winnebago County Tax, Per Capita Grant, Interest Income, and memorials/donation revenues. We should have spent no more than 75% of our budget and we are at 65%. Additionally, Brenda will meet with Ryan soon to over the 2023 budget.

Approval of the Bills: A unanimous roll call allowed the bills of \$17,966.05 to be paid after Duane's motion and Paula's second.

Librarian's Report:

Administration:

Sept 6 Brenda contacted area principals for promoting September is Library Card Sign Up Month.

Sept 14 Brenda contacted Clark and Riverview Elementary schools regarding the 2023 Monarch Reader Choice Award program.

Sept 16 Brenda has been working to schedule guest readers for preschool storytime.

Sept 20 Brenda reviewed and updated the required mandatory employment posters display.

Sept 21 Brenda and Danielle attended the Post-Secondary Night at South Beloit High School.

Sept 26 Brenda delivered books for the Monarch Reader Program to Clark and Riverview.

Staff:

Continuing Education

Danielle watched the RAILS Youth Services Programming Meeting -1.5 hr

Melissa watched the Booklist Webinar-Breaking Bans A Celebration of Challenged Books – 1 hr

PUG Day (Prairie Cat Users Group-annual training)

Melissa

- Excel Tips for Working with Create List Reports – 1 hr
- Care and Handling of Library Materials – 1 hr

Brenda

- Care and Handling of Library Materials – 1 hr
- Library Road Trip-Welcoming People Back – 1 hr
- Empowered Against Book Bans – 1 hr

Danielle

- Cataloging Forum - 1 hr
- Empowered Against Book Bans -1 hr
- Innovative Vega Demonstration – 1 hr

Non-fiction analysis is continuing. We are at the 803s.

Communications: Thank you note from South Beloit High School. Also, Marilyn contacted Brenda to let her know that she (Marilyn) needs to resign from the board. A formal letter from Marilyn will be forthcoming.

Old Business:

Angus-Young- HVAC/Roof/Gutter project: No updates.

New Business:

Trustee Short Takes – Board Ethics: The board watched the video and briefly discussed the topic.

Holiday Policy: Margie made a motion to approve the Holiday Policy as revised. It was seconded by Crystal and approved by unanimous roll call.

PerCapita Grant Requirements for FY 2023- Serving our Public 4.0 Chapters 5-8: The board discussed the chapters and Brenda is continuing to look for an AED for the library.

Employee wage increases for FY 2023: After discussion, Emily motioned that the library staff be given a wage increase of 5% total increase, 3% cost of living increase plus a 2% merit increase based on Brenda's recommendation, Margie seconded, and the motion was passed by unanimous roll call vote.

Emily motioned that the library staff each be given a holiday bonus of \$100, Kylie seconded, and the motion was passed by unanimous roll call vote.

Board Meeting Schedule for 2023 - After discussion, Kylie motioned that the board approve the Board Meeting Schedule for 2023. Duane seconded and the motion was passed via unanimous roll call vote.

Close early for Staff Training on Nov. 3rd for ALICE Training with the SBPD: Kylie made a motion to allow the library to close at 6:00pm on November 3rd for ALICE training. It was seconded by Paula and approved by unanimous roll call.

Executive Session: At 8:05 pm, after a motion by Emily, seconded by Duane, and a unanimous roll call vote, the board went into a closed meeting to discuss personnel issues as provided by 5 ILCS 120/2 (c)(1) of the Illinois Open Meetings Act- Director Review.

Reconvene to Open Meeting: With a motion by Emily, seconded by Kylie, and by a unanimous roll call vote, the board reconvened to an open session at 8:14 pm.

Order of Business (Vote on Executive Session Discussions):

Emily motioned that the Director receive a 5% increase in salary, Duane seconded, and the motion was passed by unanimous roll call vote.

Trustees Comments: N/A

Adjourn: Meeting adjourned at 8:16 p.m. after Kylie motioned, Paula seconded, with a unanimous voice vote.



Jose Alarcon, President

Duane E. Farnsworth,
Vice President

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Emily Sager, Secretary

