

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

**Call to Order:** President Jose Alarcon called the December 12th, 2022 meeting to order at 7:00 p.m.

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

**Oath of Office:** Secretary, Emily Sager, administered the oath of office to new board member, Ruth Marty.

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

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

The library received Winnebago County Tax and Interest Income revenues. We should have spent no more than 92% of our budget and we are at 78%.

Collateralized Municipal Deposits- Third Party Custodian Agreement with BMO Harris Bank: Jose and Ryan will sign the agreement and Brenda will send it to the bank.

**Approval of the Bills:** A unanimous roll call allowed the bills of \$16,733.59 to be paid after Margie's motion and Crystal's second.

**Librarian's Report:**

Administration:

- Nov 1 - Brenda met virtually with a representative from Princh regarding wireless print options
- Nov 3 - The library had officers from the South Beloit Police Department here to conduct ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training for all library staff.
- Nov 30 - Brenda met with new Trustee Ruth Marty for Trustee Orientation.

We had guest readers for two storytimes in November: FF Austin Edgington from the South Beloit Fire Department and a local veteran, Greg Estvander.

Over the month of November Brenda interviewed, hired, and began training two new employees: Britain Meade and Ameer Foster. The intent is to have trained and available staff for substitutes as needed.

Staff:

**Continuing Education**

- Brenda, Danielle, Melissa, Andrea, and Cassidy completed the ALICE training - 2 hr
- Danielle – watched the RAILS Youth Services Programmer meeting - 1hr
- Danielle watched the RAILS Genre Study Meeting – 1 hr
- Brenda, Danielle, Melissa, Andrea, Cassidy and Elaine watched the Princh training videos for providing mobile wireless printing - 30min

Non-fiction analysis is continuing. We are at the 820s.

**Communications:** N/A

**Old Business:**

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

**New Business:**

PerCapita Grant Requirements for FY 2023- Serving our Public 4.0: board reviewed and gave Brenda the approval to submit.

Short Takes for Trustees: Library Advocacy: The board watched the video. Margie asked about who the library should be advocating to and Brenda told her the library associations that support and advocate on the library's behalf.

**Trustees Comments:** N/A

**Adjourn:** Meeting adjourned at 7:31 p.m. after Duane motioned, Ruth seconded, with a unanimous voice vote.

  
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Jose Alarcon, President

  
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Emily Sager, Secretary