



beloit public library

Beloit Public Library Board of Trustees

Wednesday, August 15, 2018

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Marty Densch called the meeting to order at 4:10 PM. Members present: Martin Densch, John Watrous, David Sowl, Maribeth Miller, Clinton Anderson (via phone 4:10 – 4:30). Members Absent: Lisa Berrones, Diane Lichtenstein, and Angela Moore. Also present: Library Director Nick Dimassis and Library Leadership Team – Jennifer Laatz, Michael DeVries, Jeni Schomber, Wyatt Ditzler, and Kristi Helmkamp.
2. Welcome Kristi Helmkamp – Nick Dimassis introduced our new Head of Programming and Partnerships – Kristi Helmkamp who comes to us from Appleton Public Library.
3. Approval of the Consent Agenda – Jennifer Laatz requested item 2b be considered separately due to a correction noted by Angela Moore via email prior to the meeting. David Sowl moved to approve item 2a as presented. John Watrous seconded the motion. **Motion Carried (5-0).** Jennifer Laatz relayed the correction to add Angela Moore to the Strategic Plan Committee. Maribeth Miller moved to approve item 2b as corrected. David Sowl seconded the motion. **Motion Carried (5-0).**
4. Public Comment – None.
5. Action Items:
 - a. Library Director Evaluation Form – Martin Densch noted a concern regarding the scoring system as the final score is tied to merit increases per policy. President Densch called for motion to approve the evaluation form and to have the scoring considered separately with the personnel committee to discuss and bring back to the full board prior to implementation. David Sowl moved to approve the document with one grammatical correction and with stipulation there is additional presentation to the board after final rubric discussed by personnel committee to comply with merit increase policy. John Watrous seconded the motion. **Motion Carried (5-0).**
 - b. 2019 - 2021 Strategic Plan – Mission Statement and Values Approval – The 5 values presented in the plan are the values that the committee agreed are the most important values of the library. The committee would like to have an approval that the board agrees with the values and approve the use of this statement going forward with the strategic plan. This approval will give the staff confidence that the plan they are working on has the backing of the Library Board. The staff will continue to work through the implementation plan. David Sowl moved to approve the mission statement and values for the 2019-2021 strategic plan. Maribeth Miller seconded the motion. **Motion**

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"Making a great city even greater"

Carried (5-0). David Sowl thanked John Watrous for his work and the work of the committee on the strategic plan. Martin Densch seconded those comments as a strategic plan is hard work and very important. Martin further thanked the board and the staff.

- c. Monthly financial report and approval of library and café bills – Maribeth Miller moved to approve the payment of the bills on the library warrant in the amount of \$28,163.56 for the library and \$5,072.21 for the Blender and the recurring expenses of \$123,375.95 for the library and \$10,836.08 for the Blender. John Watrous seconded the motion.

Motion Carried (5-0).

6. Library Director Report – Nick Dimassis prepared a written Library Director’s Report detailing the report. Additional comments as follows:

- The board’s approval of the purchase of the servers and switches was very timely as the library has been experiencing some issues recently. That process continues under Wyatt Ditzler’s direction.
- Southwest Wisconsin Workforce Development Board (SWWDB) moved in August 1st and has been operating for a couple of weeks. Everything seems to be going fine.
- Blackhawk Technical College (BTC) classes start on 8/22. One big benefit is they are updating the classroom with about \$30,000 in technology to bring consistent with other classrooms at their other campuses. The classroom will be available to us to use for programming as well. In addition, BTC is bringing a laptop cart and 30 laptops for use by BTC and BPL programming. This arrangement sets us up for conversations in regard to the build out of the first floor shelled out area in the near future.

7. Reports –

- a. Foundation – John Watrous reported the Foundation Board continues to search for a bookkeeper as well as work through developing a strategic plan. They continue to look at increasing membership. They discussed their participation in the Reel Deal event on October 27th. They will be drafting and mailing their annual appeal letter in October. They approved up to \$500 for a new logo. Next meeting is September 12, 2018.
- b. FABL – FABL did not meet. Next meeting is September 12, 2018.
- c. Arrowhead Library System (ALS) – Maribeth Miller reported that she was unable to attend the meeting.
- d. Budget Committee – Budget Committee did not meet.
- e. Strategic Plan Committee – The committee elected Diane Lichtenstein as the new chair.
- f. Personnel Committee – Personnel Committee did not meet.
- g. Blender Café – Debbie Haun is on board as the new Café Manager. July and August numbers will be reported next month as we transition Debbie to filling in the information and understanding the process.

8. Discussion – Board Orientation – Jennifer Laatz presented the location of the documents for board orientation located on the Beloit Public Library website. Further discussion of the individual documents will be discussed at a future board meeting.
9. Discussion - Parliamentary Procedures – Marty presented a summary review of parliamentary procedures. This is something he likes to do when he is elected into a leadership position and is a good refresher for the board.
10. Discussion – Customer Comments – The customer comments seem to address the lack of staff in the children’s area. Concerns seem to be operational in nature and must be brought to the attention of management. Letters sent directly to the board members will be acknowledged by the President or Vice President who will also forward the communication to management for action. The response will also acknowledge that management has the support of the board. Security and safety especially in the children’s area also seems to be a concern. Nick Dimassis stated that there will be some kind of presence in the children’s area with a desk that can flip from the Library into the children’s area if needed. However, this model is about engaging and engaging isn’t someone sitting in a chair in a specific place but rather staff roaming the public areas and engaging with patrons where they are in the library. There are 4 hour shifts and 4 people on each shift that rotate through stations of check-in/phone, front desk, and 2 roaming the stacks. The importance needs to be with what is happening on the public floor vs. the materials in the back. Nick stated that he is very happy with where we are at and staff’s response. They are trying hard and there is a level of comfort that each need to work through.
11. Follow-up Discussion from June 20th – Library Board Roles & Responsibilities – The board received a follow-up written response from Shannon Schultz at DPI (included in packet) which is a very clear and concise summary of her presentation at the June 20th meeting. Unless there is a request to discuss again at a future meeting, this will be the last time to discuss the roles and responsibilities.
12. Trustee Comments – none.
13. Motion to Adjourn – David Sowl moved to adjourn. Maribeth Miller seconded the motion. Meeting adjourned at 5:21 pm.

Next meeting: Wednesday, September 19, 2018

Submitted by:
Jennifer Laatz, Business Manager