



beloit public library

Beloit Public Library Board of Trustees

Wednesday, January 18, 2017

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Samantha Johnson called the meeting to order at 4:00 PM. Members present: Samantha Johnson, John Watrous, Diane Lichtenstein, Martin Densch, Sandra Kincaid, David Sowl, Maribeth Miller, and Shelly Cronin (4:10). Members Absent: Angela Moore. Also present: Library Director Nick Dimassis, Library Business Manager, Jennifer Laatz, and Circulation Services Manager, Michael DeVries.
2. Approval of the December 21, 2016 Library Board minutes – David Sowl moved to approved the minutes of the December 21, 2016 Library Board meeting as presented. Maribeth Miller seconded the motion. **Motion Carried (7-0).**
3. Public comment – None
4. Library Director Report – Nick Dimassis prepared a written Library Director’s Report detailing most of the report. Following are additional comments:
 - The board packets include various statistics each month. Visitors and circulation are down, Ebook checkouts are going down but EAudio checkouts are going up. Internet sessions down but Wi-Fi sessions up. Print materials are not going away but we need to look at the ratios and determine if we need to adjust those budget lines. We have been making changes to boost circulation statistics for the self-check machines. One change was the self-service holds, which provided a bit of a bump in 2015. We then moved a self-check to the children’s area in 2016 and the increases were larger. We will continue to look at our service model and adjustments that we can make as we work through the Best Beloit Model process.
 - City Council approved the contract with Klobucar at a cost of approximately \$201,000. On December 5, the bids were rejected and we rebid the project with ala carte items so we could determine where the tough decisions could be made. The second round of bids came back \$15,000 lower for everything. Therefore, we will be moving forward with the project as initially planned.
5. Reports –
 - a. Foundation – Sam Johnson, David Sowl, and Diane Lichtenstein reported that the Foundation board has decided not to do any big events this year. They are planning a donor private event in connection with the Blender opening. Battle of the Books will be in fall as a community outreach event. We are currently gearing up for 2019 – 10th

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“Making a great city even greater”

anniversary of the Library at its current location. Various committees were established with board members being assigned to serve on the committees. The board can now accept stock donations and are currently working on a policy. The 2016 audit contract with Siepert was approved, as was the 2017 bookkeeper contract. Next meeting is March 8, 2017.

- b. FABL – No meeting. Sandra Kincaid reported that book sales were about \$40,000 in 2016. The speaker for the annual meeting will be Steve Benton. The event will be on May 16 at 7:00 pm in the public meeting room. The officers are Mim Warren - President, Margie Bertholomey – Vice President, Pat Blum – Treasurer, and Margie Bertholomey – Secretary. They are always very excited to talk about the changes in sales from the old library to the current library. Next meeting is March 8, 2017.
- c. Arrowhead Library System (ALS) – Maribeth Miller reported that the 2016 budget year is coming to a close. They anticipate some carryover funds that will be earmarked for the ILS migration. The ILS demonstrations will be scheduled soon. Makerspace materials are currently in high demand. Martha Gammons, ALS PR person, will be retiring in May. Her position will be posted in March with the new hire starting in April for a 2-week overlap before Martha’s retirement.
- d. Budget Committee – No report.
- e. Strategic Plan Committee – No report.
- f. Personnel Committee – No report. The committee will be meeting soon to approve the Assistant Café Manager and student worker job descriptions. February 7th are the student interviews with Starbucks personnel.

6. Action Items:

- a. Stateline Literacy Council Partnership – The initial conversations between BPL and SLC was to have library take over services as of January 31, 2017 and SLC would dissolve with one of our other 501(c)(3) organizations becoming the fiscal agent (FABL). After much discussion between BPL and SLC, we have decided it is best to have SLC stay as a 501(c)(3) organization and United Way provide emergency funds for 2017. Then over the next 9 months, we will take time to determine how to move forward into 2018. United Way will determine if FABL can serve as a fiscal agent. Stateline will run the programs through 2017 with support from the library as we work toward the ongoing model for 2018. Library Board members voiced concerns over using FABL as a fiscal agent. They are also concerned about how much extra work will be placed on current library staff. Another concern is using the shelled out space for the SLC programming and if that will delay the future capital improvement plans slated for that area. The board would like staff to be open to pulling back if we find this will not work. Any services we take on needs to have the money to follow. Maribeth Miller moved to approve the partnership with Stateline Literacy Council as reported with Library Staff to address the fiscal agent concerns, staffing concerns regarding the additional duties on current Library staff, the allocation of resources; human, space, and financial, and that we not commit ourselves too far. Martin Densch seconded the motion. **Motion Carried (8-0).**
- b. Memo of Understanding with WiLS (Wisconsin Library Services) regarding Best Beloit Model – The Library Management Team met with WiLS and received an ala carte proposal. Through meetings with the staff, we determined it is best to move forward with WiLS for

the full project for \$6010. It will incorporate review of services to customers that may include physical changes and other efficiencies in resources and/or staffing. We will work to find the \$6,010 from other areas in the operating budget. Strategic planning may come out of this project as well. The Strategic Plan Committee will not be a part of this process but may use the findings to work into a strategic plan process. Shelly Cronin moved to approve the Memo of Understanding with WiLS as presented. John Watrous seconded the motion.

Motion Carried (8-0).

- c. Circulation Policy – The library presented a revision to the Circulation Policy that will allow a patron to purchase a replacement card without paying all fines as currently required. The fines will remain on the account but the replacement card will be given to allow access to materials and the public computers as long as the account balance meets eligibility for the respective access. In addition, Hotspots were added to the fine table in the policy. John Watrous moved to approve the Circulation Policy as presented. Sandra Kincaid seconded the motion. **Motion Carried (8-0).**
- d. Monthly financial report and approval of Library bills – Jennifer Laatz made one correction to the report of an additional payment to Foley Electric for \$2,024.89 to the December 2016 invoices. David Sowl moved to approve the payment of the bills for the January 17, 2017 warrants for a total of \$36,443.89 for December 2016 and \$83,121.32 for January 2017 and the monthly recurring expenses from December 2016 for \$181,217.52. John Watrous seconded the motion. **Motion Carried (8-0).**

7. Trustee Comments – None.

8. Motion to adjourn – Sandra Kincaid moved to adjourn the meeting. David Sowl seconded the motion. Meeting adjourned at 5:35 PM.

Next meeting: Wednesday, February 15, 2017

Submitted by:
Jennifer J. Laatz,
Business Manager