



beloit public library

Beloit Public Library Board of Trustees

Wednesday, November 15, 2017

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Diane Lichtenstein called the meeting to order at 4:02 PM. Members present: Diane Lichtenstein, John Watrous, Martin Densch, David Sowl, Shelly Cronin (4:00 – 5:30), Clinton Anderson, and Maribeth Miller (4:12). Members Absent: Angela Moore. Also present: Library Director Nick Dimassis and Library Business Manager, Jennifer Laatz.
2. Approval of minutes of the October 16, 2017 Library Board meeting – John Watrous moved to approve the minutes of the October 16, 2017 Library Board meeting minutes as presented. David Sowl seconded the motion. **Motion Carried (6-0).**
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:
 - 2017 was a year of change. Literacy – ABC Playgroup, Sensory Storytime, Little Little Free Libraries, Hotspot Program, Stateline Literacy Council. Jobs & Careers – Blender Café and Successful 20s organization. Quality of Life – Increased visibility, Reel Deal, Meeting Room upgrades, Facilities Master Plan. Foundation appeal money increased and FABL requests up due to profits increasing. Arrowhead Library System is migrating to a new ILS through a partnership with Lakeshores Library System.
5. Reports –
 - a. Foundation – David Sowl reported on the November 8th meeting. The board renewed the slate of officers for another year: Missy Henderson, President; Ken Forbeck, Vice President; Alyssa Whitney, Secretary; and Steve Vavrus, Treasurer. The Library submitted funding requests for 2018 and the board approved all requests as presented. The board approved an Internal Controls Policy and Fraud Policy. The board also authorized Steve Vavrus, Treasurer to request a price for the 2017 audit with Siepert & Co., LLP. Next meeting is December 13, 2017.
 - b. FABL – John Watrous reported on the November 8th meeting. The Library presented funding requests for 2018 in the amount of \$27,550. The requests are up for approval in January. Nick presented the facilities master plan. FABL is most concerned about their 3 spaces they currently occupy and are requesting equivalent space for the ongoing booksale.

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“Making a great city even greater”

- c. Arrowhead Library System (ALS) – Maribeth Miller reported on the November 8th meeting. The migration to SHARE continues to move forward. The ALS board submitted their 2018 budget to the county. ALS will be providing Gale Courses with the extra aid from the State. The board received an overview of the county reimbursement process.
 - d. Budget Committee – Meeting did not have a quorum. No report.
 - e. Strategic Plan Committee – Diane Lichtenstein reported the committee met and had a good conversation. They will be meeting again in December to plan the process. Margie Bertholomey will be a member of the group representing FABL and Foundation.
 - f. Personnel Committee – Diane Lichtenstein reported that the committee has been meeting. They would like to schedule a special meeting on November 29th at 3:00 pm of the full board to discuss the Library Director performance evaluation.
6. Discussion – Library Master Plan – Nick presented the blueprints for the master plan.
7. Action Items:
- a. Blender Shift Lead Job Description – Maribeth Miller moved to approve the Blender Shift Lead Job Description. John Watrous seconded the motion. **Motion Carried (7-0).**
 - b. 2018 Library and Blender Budget – Jennifer Laatz presented the final budgets for the Library and Blender Café. Shelly Cronin moved to approve the 2018 Library and Blender Café budgets as presented. Martin Densch seconded the motion. **Motion Carried with 6 in favor and 1 abstention by David Sowl.**
 - c. 2018 Recurring Expenses – John Watrous moved to approve the 2018 payroll and recurring expenses. Martin Densch seconded the motion. **Motion Carried (6-0).**
 - d. 2018 Holiday Schedule – David Sowl moved to approve the 2018 Holiday Schedule as presented. Martin Densch seconded the motion. **Motion Carried (6-0).**
 - e. Monthly financial report and approval of Library bills – David Sowl moved to approve the payment of the bills on the November 14, 2017 library warrant in the amount of \$38,935.76 and the café warrant in the amount of \$7,961.36 and the recurring expenses of \$134,686.97 for the Library and \$10,804.00 for the Blender. Martin Densch seconded the motion. **Motion Carried (6-0).**
8. Trustee Comments – None.
9. Motion to adjourn – Maribeth Miller moved to adjourn the meeting. David Sowl seconded the motion. Meeting adjourned at 5:45 PM.

Next meeting: Wednesday, December 20, 2017

Submitted by:
Jennifer Laatz, Business Manager