



beloit public library

Beloit Public Library Board of Trustees

Wednesday, February 15, 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 (4:03). Members Absent: Angela Moore. Also present: Library Director Nick Dimassis, Library Business Manager, Jennifer Laatz, and Cafe Manager, Angela Sanchez.
2. Approval of the consent agenda – David Sowl moved to approve the consent agenda including the January 18, 2017 Library Board minutes, January 26, 2017 Personnel Committee minutes, and the February 1, 2017 Special Meeting minutes as presented. Sandra Kincaid 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:
 - We are reviewing the statistics that we present to the board and working toward a more visual and narrative presentation versus the current numbers. Maribeth Miller would like to continue to see a rolling calendar year and Martin Densch would like to continue to see the month-to-month comparisons as there may be an outside event that may have played a role in the numbers. We will continue to gather the information as the current statistics are used for the annual report for DPI. We will continue to try different things moving forward and will incorporate the Blender information as it becomes available.
 - Stateline Literacy Council had student and tutor orientation this week. Overall they have about 40 – 50 students registered for English Language Learning, GED, and Citizenship classes.
 - There is a pre-construction meeting for the Blender on February 20. We will then have a groundbreaking event on February 27 from 12 – 1 with refreshments being served. Construction will begin the morning of February 27.
 - Angela Sanchez, Café Manager, was introduced to the Library Board. Angela is a Beloit native, graduating from Beloit Memorial High School (BMHS) in 2010. Giving much credit to Tony Capozzielle (Mr. C) from BMHS, she went on to graduate from UW-Stout in hospitality and restaurant management. She went

on to work for the Wilderness Resort in Wisconsin Dells and is now coming back home to work in the Blender and be someone's Mr. C.

5. Reports –

- a. Foundation – No meeting. Next meeting is March 8, 2017.
- b. FABL – No meeting. Next meeting is March 8, 2017.
- c. Arrowhead Library System (ALS) – Maribeth Miller reported that the 2016 budget year closed with a little surplus that is earmarked for the ILS migration. There were ILS demonstrations from neighboring systems: South Central, Lakeshores, and Bridges. The committee will be giving feedback to Steve Platteter.
- d. Budget Committee – No report.
- e. Strategic Plan Committee – No report.
- f. Personnel Committee – The Personnel Committee met prior to the board meeting and is recommending approval of the Blender Team Member job description. See Action Items below.

6. Action Items:

- a. 2016 Budget – The 2016 Operating Budget ended slightly under budget but does still require use of reserve funds. John Watrous moved to approve the use of \$167,103 of reserve funds to balance the 2016 budget with \$78,382.79 from the Technology Restricted account and \$88,720.21 from the unrestricted account. Maribeth Miller seconded the motion. **Motion Carried (8-0).**
- b. 2016 Annual Report – The 2016 annual report is a culmination of statistics for the calendar year. Diane Lichtenstein moved to approve the annual report as presented including the statement that Arrowhead Library System did provide effective leadership and adequately meets the needs of the library. Shelly Cronin seconded the motion. **Motion Carried (8-0).**
- c. Café Student Worker Job Description - The Personnel Committee presented the student worker job description for approval. The title is Blender Team Member. David Sowl moved to approve the job description as presented with one addition stating good academic standing “according to Beloit Memorial High School guidelines”. Martin Densch seconded the motion. **Motion Carried (8-0).**
- d. Approval to close the Library the morning of March 17 for a half-day all-staff training – Nick Dimassis reported that the 3rd Friday of each month the Library holds an all-staff training from 8:30 – 9:30 am. Last month the board approved a proposal with Wisconsin Library Services (WiLS) to provide consultation on a potential change in our service model. As we being this process, we will have WiLS and an architect in on March 17 and we feel the information on that day can't be done in an hour and is important to have all staff in attendance. We are also inviting the board to be a part of the process. Therefore, we are requesting to close the morning of March 17 and in exchange, we will have a half-day training in the fall rather than a full day as in the past. Maribeth Miller approved the request as presented. Sandra Kincaid seconded the motion. **Motion Carried (8-0).**
- e. Monthly financial report and approval of Library bills – Maribeth Miller moved to approve the payment of the bills for the February 14, 2017 warrants for a total of Library and Blender expenses in the amount \$40,640.67 and the monthly recurring expenses for \$131,368.57. Martin Densch seconded the motion. **Motion Carried (8-0).**

7. Trustee Comments – There was an inquiry into the patron comment regarding poor customer service and how the situation was handled. This incident was handled at the department level. These types of incidents are very much part of the Best Beloit Model process that we are starting with WiLS. Customer Service will be top priority.

8. Motion to adjourn – Sandra Kincaid moved to adjourn the meeting. Maribeth Miller seconded the motion. Meeting adjourned at 5:00 PM.

Next meeting: Wednesday, March 15, 2017

Submitted by:
Jennifer J. Laatz,
Business Manager