



beloit public library

Beloit Public Library Board of Trustees

Wednesday, February 21, 2018

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Diane Lichtenstein called the meeting to order at 4:06 PM. Members present: Diane Lichtenstein, John Watrous, Martin Densch, David Sowl, Lisa Berrones, Maribeth Miller, and Angela Moore (4:00 – 4:45). Members Absent: Shelly Cronin and Clinton Anderson. Also present: Library Director Nick Dimassis and Library Business Manager, Jennifer Laatz.
2. Approval of the January 17, 2018 Library Board and February 1, 2018 Personnel Committee meeting minutes. John Watrous moved to approve the minutes as presented. David Sowl 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 Library took a contingent to the Capitol for Library Legislative Day. The Senate and Assembly were both in session so we met with staffers. Key legislators were presented with awards. Rep. Amy Loudbeck received Library Champion award again this year and Rep. Mary Felzkowski received Legislator of the Year.
 - The opportunity for the conference center redesign through the partnership with Kerry has passed. We now have time to think through the master facility plan through the Strategic Plan process.
5. Reports –
 - a. Foundation – The board is revisiting the idea of what the mission is of the Foundation. They are exploring the possibility of a workshop and hiring someone to facilitate this. They are beginning to discuss plans for an anniversary event for 2019 when the library turns 125 years old and celebrates 10 years in this building. They are also helping with a donor recognition event in collaboration with AudioCon. Event to take place on April 27th. Next meeting is March 14, 2018.

- b. FABL – FABL did not meet in February. Next meeting is March 14, 2018.
- c. Arrowhead Library System (ALS) – Maribeth Miller reported that it has been one month since going live on the Share system. De-duping of bibliographic records are mostly done which will help with the hold process. The County hasn't officially closed their 2017 year however; the board did approve the ALS Annual Report due to the deadline for submission. Milton Public Library won an architectural excellence award for the renovations at their library.
- d. Budget Committee – No report.
- e. Strategic Plan Committee – The full committee met today and reviewed a progress report on the 2015 one-year strategic plan. We discussed steps going forward with a three-year time horizon with a bit more benchmarks than the 2015 plan.
- f. Personnel Committee – Met briefly in January to discuss the format for the Library Director's evaluation process.

6. Action Items:

- a. 2017 Budget and use of reserve funds – The 2017 library budget came in under budget but does still requires a draw from the reserve funds. The 2017 Blender budget came in over budget and requires a draw from the reserve funds. Martin Densch moved to approve the use of reserve funds to balance the 2017 library and Blender budgets with \$21,732 coming from the Technology Restricted account and \$61,697 coming from the unrestricted account. Total reserve fund use for 2017 is \$83,429. John Watrous seconded the motion. **Motion Carried (4-1-1)** with Maribeth Miller voting against using reserve funds to balance the Blender shortfall and David Sowl abstaining from the vote.
- b. 2017 Annual Report – David Sowl moved to approve the 2017 Annual Report as presented, including the statement concerning public library system effectiveness indicating that ALS did provide effective leadership and adequately met the needs of the Library. Maribeth Miller seconded the motion. **Motion Carried (6-0).**
- c. Circulation Policy – Updates to the fine/fee schedule and card expiration dates were presented for approval. Both updates stem from moving to the Share Consortium. John Watrous moved to approve the Circulation Policy as presented. Maribeth Miller seconded the motion. **Motion Carried (6-0).**
- d. Use of Reserve Funds to purchase radios – A recommendation of the Best Beloit Model Project Team was to purchase radios that would allow staff to contact one another while on the public service floor or for any other reason. David Sowl moved to approve the use of Technology Reserve Fund dollars, not to exceed \$8,000, to purchase the recommended radios. Martin Densch seconded the motion. **Motion Carried (6-0).**
- e. All-Staff Training – September 21, 2018 8:30 am – 12:30 pm. – Maribeth Miller moved to approve closing the library on the morning hours of September 21st for an All-Staff training session. David Sowl seconded the motion. **Motion Carried (6-0).**
- f. Monthly financial report and approval of Library bills – David Sowl moved to approve the payment of the bills on the February 20, 2018 library warrant in the amount of \$13,895.04 for the library and \$5,758.40 for the Blender and the recurring expenses of \$149,540.19 for the library and \$8,730.00 for the Blender. Martin Densch seconded the motion. **Motion Carried (6-0).**

7. Trustee Comments – Martin Densch commented on how the January staff meeting was very different from the one that he had previously attended. Staff seemed much more comfortable and it seemed as if staff concerns had been addressed.
8. Motion to adjourn – John Watrous moved to adjourn the meeting. David Sowl seconded the motion. Meeting adjourned at 5:12 PM.

Next meeting: Wednesday, February 21, 2018

Submitted by:
Jennifer Laatz, Business Manager