



beloit public library

Beloit Public Library Board of Trustees

Wednesday, June 21, 2017

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Samantha Johnson called the meeting to order at 4:07 PM. Members present: Samantha Johnson, John Watrous, Maribeth Miller, David Sowl, Diane Lichtenstein and Shelly Cronin (4:15 – 4:50). Members Absent: Martin Densch and Angela Moore. Also present: Library Director Nick Dimassis, and Library Business Manager, Jennifer Laatz.

Nick introduced Karen from BMHS who is shadowing for 20 hours over the summer months for a business class.

2. Approval of the May 17, 2017 Library Board minutes – David Sowl moved to approve the minutes as presented. John Watrous seconded the motion. **Motion Carried (5-0).**
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:
 - Colectivo installed the Espresso machine today. The Blender staff have been practicing on preparing food and have provided samples to staff and patrons as available. They will be working on coffee drink prep over the next couple of days in preparation for soft opening on Monday, June 26th or soon thereafter.
 - This week Blender team members have been preparing food for invited guests. We have received great feedback.
 - Father and Sons cleaning provided an in-kind donation to strip and seal the existing floor in the cafe.
 - The atmosphere and environment in the Blender has been great and everyone is having fun.
 - The Reel Deal is taking place again this year as a partnership between the Library and BIFF with FABL sponsoring the liquor license and bartenders, etc.
 - Little Little Free Libraries donation bin was out for a designated time but we are still accepting donations through the circulation desk.
 - I picked up a box of books donated through Tonette Walker at a garden party at the executive residence. The books will be used for the Little Little Free Libraries.

5. Reports –

- a. Foundation – Next meeting is July 12, 2017.
- b. FABL – Next meeting is July 12, 2017.
- c. Arrowhead Library System (ALS) – The board met with Steve Ohs from Lakeshores Library System. Steve is the main contact for the merger of the ILS. They have a practice computer for staff to practice on with mock data. . Kenosha has offered their training materials to ALS libraries for training purposes as well. Fund Balance funds will be moved to help offset the costs of the ILS migration. This still leaves a healthy fund balance. The \$9600 Tech grant from LSTA may be received but all other LSTA grant funds will not be received in 2017. Steering committee is set to meet next week on the Public Library System Redesign project. The Board received a letter from Tony Evers reiterating the importance of libraries being inclusive of individuals with special needs. The letter included the State’s official policy for access to the under-served.
- d. Budget Committee – No report.
- e. Strategic Plan Committee – No report.
- f. Personnel Committee – No report.

6. Discussion Item: Library Board Vacancy

- The City Council president has expressed an interest in appointing a city council member to the Library Board to fill the current vacancy. The by-laws and state statute allow for this.
- Sam Johnson expressed the desire to bring diversity to the Library Board. If that happens through the city council appointment, then great. If the city council does not appoint and the position is open to a citizen member, then we need to attempt to diversify.
- Sam will talk to Kevin about the diversity needs of the board and the possibilities of interested citizen members and will let the board know of the results of the conversation.
- It will be great to have a city councilor on the board especially with all of the upcoming capital projects.

7. Action Items:

- a. Records Retention – Surveillance Video – About a year ago, we were informed that we needed to save all footage from our surveillance video for 120 days per our records retention policy. When placing the cameras in the blender, we requested further clarification and determined that we only need to save footage that recorded an actual event for 120 days. The policy revision requests approval to record on all cameras with footage to be overwritten every 2 weeks unless an event is captured on the video at which time, a video archive will be made and will be saved for 120 days or until no longer needed, whichever is longer. Maribeth Miller moved to approve the policy as presented. Shelly Cronin seconded the motion. **Motion Carried (6-0).**

- b. Monthly financial report and approval of Library bills – Maribeth Miller moved to approve the payment of the bills on the June 19, 2017 library warrant in the amount of \$38,362.80 and the café warrant in the amount of \$10,219.16 and the recurring expenses of \$131,793.43. Diane Lichtenstein seconded the motion. **Motion Carried (6-0).**

Trustee Comments –

- Regarding staff vacancies - Andrea Levine is leaving June 23rd. We are intentionally leaving three positions vacant however; we do feel the need to fill Andrea's position. Andrea is re-writing the job description as she really molded that position over the past year. The job will then be posted soon. There have been complaints regarding the vacant positions but this does coincide with the work of the Best Beloit Model and the possible service model changes. Complaints are coming through All-Staff meetings but mainly through management team meetings. We will be filling Andrea's position soon but we don't anticipate filling the other positions until next year if even at that time until the completion of the Best Beloit Model. Some examples of things we have changed in response to the vacant positions are combining Tech and Circulation under one manager as they deal with materials management. We currently have three public service desks and that may change to one public service floor. The final report from Best Beloit Model Team is expected in August 2017.
 - Stateline Literacy Council is moving ahead assuming its existence will continue at the Library. The CDBG funds have been approved by the City Council. The grant application for United Way emergency funds has been submitted.
 - Next month we vote for officers. If interested in serving as President or Vice President, please let Sam know. Committee assignments will also be appointed at this time.
8. Motion to adjourn – David Sowl moved to adjourn the meeting. Maribeth Miller seconded the motion. Meeting adjourned at 5:05 PM.

Next meeting: Wednesday, July 19, 2017

Submitted by:
Jennifer Laatz
Business Manager