



# beloit public library

Beloit Public Library Board of Trustees

Wednesday, August 16, 2017

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Samantha Johnson called the meeting to order at 4:03 PM. Members present: Samantha Johnson, John Watrous, Martin Densch, Maribeth Miller, David Sowl, Diane Lichtenstein, and Clinton Anderson. Members Absent: Angela Moore and Shelly Cronin. Also present: Library Director Nick Dimassis; Library Business Manager, Jennifer Laatz; Head of Adult Services, Michael DeVries; and Head of Technical Services and Circulation Services, Roger Dutcher.
2. Approval of the July 19, 2017 Library Board minutes – John Watrous moved to approve the minutes as presented. Martin Densch seconded the motion. **Motion Carried (7-0).**
3. Approval of the August 2, 2017 Budget Committee meeting. David Sowl moved to approve the minutes as presented. Maribeth Miller seconded the motion. **Motion Carried (7-0).**
4. Public comment – None
5. Library Director Report – Nick Dimassis prepared a written Library Director’s Report detailing most of the report. Following are additional comments:
  - In regards to the budget committee meeting, the proposed sales for the Blender was discussed in regards to if we were too aggressive with our budget number. The city also brought up the same concerns so we resubmitted with a break-even dollar amount. Sales are now at \$275,000.
  - Stateline Literacy Council (SLC) received their grant from United Way for Out of Cycle funding. August 15<sup>th</sup> was the deadline for submittal for next year (regular cycle). The SLC Board will find out in September if the request has been approved. United Way changed from a one-year cycle to an 18-month cycle. The SLC board is working to stabilize and continue providing the excellent classes that they do. They have reconstituted the board and are now hiring instructors with teaching ELL certification, as well as continuing to develop a productive relationship with Blackhawk Technical College.
6. Reports –
  - a. Foundation – Samantha Johnson reported that Stateline Literacy Council approached the Foundation for emergency funding. Hendricks Family Foundation agreed to provide half of the \$7000 needed if the BPL Foundation would match the second half. The

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Foundation Board agreed but through a very close vote. One concern was a 501(c)(3) giving to a 501(c)(3). That was investigated and determined to be OK. The other concern was if this request fell within the mission of the Foundation Board. It is literacy related so some felt that this did fall within the mission so the donation was granted on a 5-4 vote. They also discussed whether the Foundation should be involved in the capital campaign. The Library Board approved the concepts of Phase 2 a,b,&c and supports the Foundation to explore a master plan and capital campaign and bring recommendations back to the Library Board. Next meeting is September 13, 2017.

- b. FABL – No report. Next meeting is September 13, 2017.
  - c. Arrowhead Library System (ALS) – Maribeth Miller reported that the 2018 Resource Library Contract was renewed as usual with Hedberg Public Library serving as the Resource Library for Arrowhead Library System. The Clinton Public Library Board situation was discussed. If a municipality received 1/6<sup>th</sup> of its funding from the county, the county can have a county board member or designee sitting on the library board, which is the case for Clinton. If it reaches a higher level, then the county can appoint two people to the board. Clinton is welcoming the new board because they are hoping that people from the outside will garner more support for a new library. Steve Platteter will be running some numbers and will report back.
  - d. Budget Committee – Two main points are that we are at \$180k in the red as we have been operating for a while and pulling from the reserve funds to make up the difference. To be proactive, we have held 3 positions vacant and we have asked the collection development team to cut back on collection development spending in the amount of \$50,000 for both 2017 and 2018. The 3 positions do not include the Outreach and Communications Coordinator. We anticipate receiving a recommendation from the Best Beloit Model Team in September. The project will most likely include physical changes and we are working with the City on CIP dollars to do that. The current CIP request is at \$49,000 but still waiting on concrete numbers. Arrowhead Library System is also merging with Lakeshores System for our online catalog. Arrowhead Library System will see savings for making this change. In addition, the current state budget proposal includes additional funding for library systems. Anytime the systems receive funds, the individual libraries see some savings as well.
  - e. Strategic Plan Committee – Diane Lichtenstein would like to schedule a strategic plan committee meeting sometime in the next couple of months. Mainly to discuss the Stateline Literacy Council and keep everyone on the same page. Jennifer Laatz will coordinate the doodle poll within the next month.
  - f. Personnel Committee – No report.
7. Discussion – ILS Migration – Roger Dutcher and Michael DeVries reported that our current ILS contract with Millennium expires at the end of January 2018 so the migration will be completed in January. We have to map every part of our data to Lakeshores data. For example, we have 2 different factors for loan rules whereas Lakeshores has 3 factors. There may be some equipment that we need to purchase such as new laser readers that can read the back of a driver's license to add that information into the patron record. We may also need to, or want to, purchase a signature pad which will eliminate some of the current paper forms. Billings and fines do not always migrate into a new system nicely. Often times the information pertaining to

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a charge doesn't come over so it is difficult to explain to patrons what some charges are for. Other charges may not transfer at all. One of the things we would like the board to consider is a fine forgiveness offer in December that will offer half of fines removed from patron records. The fine structure will also need to be determined. Lakeshores currently charges 25 cents per item regardless of the type of item. They are willing to use our fine system for BPL but it would be much easier if we were to follow the fines schedule that Lakeshores is using. It is also easier for patrons to understand the fee schedule if it is uniform across all libraries. We could potentially lose money by switching to the new fee schedule. There are still a lot of unknowns. More information will come. At minimum, we keep moving forward as we are and there is a potential that not all fines will migrate over correctly. Other options are to offer a half price deal in December and let the migration happen for what remains on accounts, which may not migrate correctly or we clear all fines before the migration losing income.

8. Action Items:

- a. Monthly financial report and approval of Library bills – Diane Lichtenstein moved to approve the payment of the bills on the August 15, 2017 library warrant in the amount of \$24,252.02 and the café warrant in the amount of \$11,308.87 and the recurring expenses of \$134,566.35 for the Library and \$16,217.45 for the Blender. David Sowl seconded the motion. **Motion Carried (7-0).**

9. Trustee Comments –

- The board questioned the number of books being pulled from the shelves. This is a second wave of items in the Big Weed project that has been going on over the past year. It is not tightly related to the physical changes that may be coming to the library. It is the professional duty of librarians to weed the collection to an appropriate and responsible collection size. We can then see what our footprint is and how to move forward.
- A recommendation was made to add plants in the entryway as a possible way to help with the smell in the lobby area from the Blender.
- The Library Link of the Day is a wonderful tool to stay up to date on things happening in libraries. One terrible situation in some libraries is people using drugs and staff being trained to give Narcan for opioid overdoses.

9. Motion to adjourn – Maribeth Miller moved to adjourn the meeting. Diane Lichtenstein seconded the motion. Meeting adjourned at 5:33 PM.

Next meeting: Wednesday, September 21, 2017

Submitted by:  
Jennifer Laatz  
Business Manager