



beloit public library

Beloit Public Library Board of Trustees

Wednesday, September 20, 2017

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – Vice President Diane Lichtenstein called the meeting to order at 4:03 PM.
Members present: Diane Lichtenstein, John Watrous, Martin Densch, Maribeth Miller, David Sowl, Shelly Cronin (4:03 – 4:58) and Clinton Anderson. Members Absent: Angela Moore. Also present: Library Director Nick Dimassis and Library Business Manager, Jennifer Laatz.
2. Approval of the August 16, 2017 Library Board minutes – David Sowl moved to approve the minutes as presented. Diane Lichtenstein requested a clarification to the SLC portion of the Library Director’s report. Maribeth Miller moved to approve the minutes as amended by Diane Lichtenstein. John Watrous 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:
 - Blender grand opening went really well. Approximately 150 people there, community leaders, donors, stakeholders in the community. Of the 150 attendees, all have a stake in the Blender and came together to make this happen. Your support and confidence was key, thank you.
 - We now have 2 AEDs in the building and managers and interested staff have now had training in CPR and AEDs.
 - We held our second half day All-Staff meeting on September 15th. The morning went really well. Jeni Viney from Mercy Hospital was there to discuss identifying and intervening with members of the public with mental illness. What it really brought up was a lot of customer service kinds of questions and issues that may not have anything to do with patrons’ mental state. As a staff member you may escalate a situation just by our behavior and attitude. It brought to light that customer service training and mental health training should happen at the same time.
 - Paul Dionne, Nick, and Leeanna Schultz will be presenting Stateline Literacy Council’s request for United Way funds to the United Way Board on October 5th in Janesville.
 - Per Nick’s written report, Maribeth Miller requested the Successful 20s presentation – presentation will be at the November meeting
 - Youth services is working with the childcare provider to provide a more welcoming area for the Stateline Literacy Council children by provide arts and crafts supplies, Leap Pads,

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“Making a great city even greater”

etc. This partnership continues to be a great success from the student/teacher relationship and use of the library to the children of the students using the library as well.

- We continue to look into options for reducing the food smells in the Library. Using the HVAC system with increased usage of relief fans is not an economical choice. Jennifer talked to the architects and the mechanical engineer. We are in code compliant with our current setup. Additional options at this point are cost prohibitive. We will continue to seek other alternatives.
- Has staff, previously opposed to the Blender, changed since the café is open? A couple have voiced dissent with it being in the Library while others are power users. Viewpoints on the Blender can bleed over into customer service.
- Current Asst. Café Manager has another opportunity and will be leaving September 27th. The position is currently posted.
- Nick and Jeni presented at the City Council meeting on Monday. Nick will forward the link to the recording.

5. Reports –

- a. Foundation – David Sowl reported on the approval of continuing to BMO Harris as Financial Advisor for the time being but are interested in looking at other financial institutions to see if we can cut costs even further. BMO is beginning to offer ETF based funds which carry lower fees. Next meeting is October 11, 2017.
- b. FABL – John Watrous reported the group has \$20,607 YTD income. Keep raking in money. No October Saturday sales. They will continue the sales in November, December, and January. Discussed Reel Deal event. Setting up a volunteer appreciation meeting and bring in Ann Pruyne to provide training on how to properly move books. Starting planning for the annual meeting in May. Next meeting is November 8, 2017.
- c. Arrowhead Library System (ALS) – Maribeth Miller reported PLSR (Public Library Standards Redesign) meetings will be taking place around the state. Work is being done at every Arrowhead Library System library as we prepare to migrate to SHARE. There was a small budget amendment made. Two versions of the annual plan report were prepared based on the budget proposals.
- d. Budget Committee – No report.
- e. Strategic Plan Committee – Diane Lichtenstein reported the committee will be meeting soon to discuss the strategic plan and how Stateline Literacy Council falls into that plan.
- f. Personnel Committee – No report.

6. Discussion – Additional Meeting Spaces – We are seeing a demand for meeting spaces like the board room. We proved that when we opened up the board room for other boards to meet here. The idea is to build to rooms like this on the first floor of the library in the back fiction area of the library. The architect developed a plan and Klobucar Construction provided a rough estimate. These rooms also coincides with Stateline Literacy Council (SLC) and the English Language Learners classes that we have here. These size rooms could accommodate those classes. The rooms will be reserved for SLC and opened to the public outside of that. The additional meeting spaces also helps with the growth of Blender catering. We could raise all or majority of funds needed through private fundraising. David Sowl inquired about using the large

public meeting room to accommodate SLC classes or the Riverside Room. Demand is also driving the need for the additional meeting spaces. The meeting room does not work because it is used often by library programs and other outside organizations. The Riverside Room is a versatile room and if we make changes to that room it would lose its specialness. If we are able to condense the collection, space would become available for these classrooms. We are reducing the collection through all of our professional duties of weeding. We are not looking at the space we have but rather looking at the collection we need. We then look at the linear space that we need and the footprint that it will use. Maribeth Miller loves the idea of the multi-purpose and inquired if locked cabinets could be installed so SLC can keep some of their materials in the room. It's possible, those are details down the road that will be discussed. Diane Lichtenstein inquired if the Library would still be motivated to do this if SLC wasn't an issue. SLC moved the need along quicker but the space is needed regardless of SLC. Meeting spaces are priority now for any architectural plans for libraries. Diane further inquired if the spaces around the outside of non-fiction get used. Those areas are used quite regularly. Maribeth Miller likes that the meeting spaces would be in the back and attendees would need to go through the library to get to the spaces. Draws more people into the library. The consensus of the board is to keep moving forward with the plans.

7. Action Items:

- a. Election of officers due to the recent resignation of Board President Samantha Johnson – Martin Densch moved to nominate Diane Lichtenstein as President. David Sowl seconded the motion. Diane accepted the nomination. Maribeth Miller moved to nominate David Sowl as Vice President. Martin Densch seconded the motion. David accepted the nomination. Maribeth Miller moved to approve the slate of officers as nominated with Diane Lichtenstein as President and David Sowl as Vice President. Shelly Cronin seconded the motion. **Motion Carried (7-0).**
- b. Committee assignments to Library Foundation and Personnel Committee – The Board discussed filling to the open committee assignments due to the resignation of Samantha Johnson. As president, Diane Lichtenstein will serve on the Budget Committee. The Personnel Committee currently has 3 members after the resignation of Sam. It was decided that Sam's position does not need to be replaced. Shelly Cronin volunteered to serve on the Beloit Public Library Foundation board. Maribeth Miller moved to approve the committee changes as above with Shelly Cronin filling the vacancy on the BPL Foundation board. Martin Densch seconded the motion. **Motion Carried (7-0).**
- c. ILS Migration – Fee Schedule – The Arrowhead Library System Circulation Committee is recommending changes to the fee schedule with the ILS Migration. The Library Director's approved the recommendations to the fine structure. The board can agree to be aligned with that or can stay with our current fee schedule. Most items will see a reduction from the current fine schedule. Be aligning with the other ALS libraries, there will be consistency between the libraries making fines and fee easier for staff to explain. The recommendation to the board is to align with the other ALS libraries and watch how the changes may affect the budget. Michael will add to the monthly statistics fines accrued and fines paid. However, patrons can pay fines at any of the ALS libraries and the receiving library keeps those fines. David Sowl moved to approve the fee schedule as recommended by the ALS Circulation Committee. Martin Densch seconded the motion. **Motion Carried (6-0).**

d. Monthly financial report and approval of Library bills – Nick presented the Blender projections for 2017. We are currently projecting a loss of approximately \$11,000. We do have the option of going back to Hendricks Family Foundation for an additional \$20,000. We are looking at when the slow periods are and looking into ways to draw interest during those times. Nick is very happy with this projection as is the board. We continue to do some deeper analysis and make it into presentable form. David Sowl moved to approve the payment of the bills on the September 19, 2017 library warrant in the amount of \$25,606.61 and the café warrant in the amount of \$8,343.36 and the recurring expenses of \$123,249.05 for the Library and \$13,963.72 for the Blender. Maribeth Miller seconded the motion.
Motion Carried (6-0).

9. Trustee Comments –

- Diane Lichtenstein mentioned the need to replace Sam Johnson on the board. We will be adding a discussion item regarding board membership to the next agenda.
- Martin Densch mentioned the great work that Missy Henderson and Judy Robson have done on sponsorships for the Reel Deal event. The committee has been meeting weekly. It will be great to see all the board members there for this fun event.
- Maribeth Miller mentioned that it is great to have Amy Mitchell on staff and is already noticing an increase in Facebook posts, etc.

8. Motion to adjourn – Martin Densch moved to adjourn the meeting. David Sowl seconded the motion. Meeting adjourned at 5:21 PM.

Next meeting: Monday, October 16, 2017

Submitted by:
Jennifer Laatz
Business Manager