



beloit public library

Beloit Public Library Board of Trustees

Wednesday, April 18, 2018

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Diane Lichtenstein called the meeting to order at 4:04 PM. Members present: Diane Lichtenstein, John Watrous, Martin Densch (4:04 – 5:45), David Sowl, Lisa Berrones, Shelly Cronin (4:10), and Maribeth Miller (4:10). Members Absent: Angela Moore and Clinton Anderson. Also present: Library Director Nick Dimassis, and Library Management Team – Jennifer Laatz, Michael DeVries, Jeni Schomber, Wyatt Ditzler, and Amy Mitchell.
2. Approval of the Consent Agenda - David Sowl moved to approve the consent agenda consisting of the March 21, 2018 Library Board minutes, April 5, 2018 Personnel Committee minutes, and April 11, 2018 Budget Committee minutes. John Watrous seconded the motion. **Motion Carried (5-0).**
3. Public comment – Cathy Erickson, 506 S. Elk Dr., Beloit Township voiced her concern about the staff who are leaving the library and those who intend to leave the library.
4. Action Items:
 - a. Blackhawk Technical College classroom space for fall 2018 semester – Blackhawk Technical College is requesting to partner with BPL in the use of the computer training lab for four classes on M-R evenings for fall 2018. Maribeth Miller moved to approve BTC holding fall classes at BPL contingent upon successful negotiations of the memo of understanding by the budget committee subject to full approval of the board. Martin Densch seconded the motion. **Motion Carried (6-0-1)** with David Sowl abstaining.
 - b. Monthly financial report and approval of library and café bills – John Watrous moved to approve the payment of the bills on the library warrant in the amount of \$27,446.09 for the library and \$5,020.87 for the Blender and the recurring expenses of \$126,095.42 for the library and \$10,580.56 for the Blender. Martin Densch seconded the motion. **Motion Carried (7-0).**
5. Discussion – Roles & Responsibilities - The board began discussions on their roles and responsibilities. A committee was established to develop a flow chart that explains how the board will respond to citizen and employee concerns. The committee consists of Shelly Cronin, Lisa Berrones, and David Sowl. The board also discussed how to recognize staff events such as retirements. Shelly Cronin volunteered to draft a document in regards to what warrants a gift

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“Making a great city even greater”

vs. a card, etc. It was suggested that moving forward, this type of recognition might be the Vice President's responsibility. Discussions regarding board orientation also took place.

6. Library Director Report – Nick Dimassis prepared a written Library Director's Report detailing most of the report. Following are additional comments:
 - Best Beloit Model Update – The proposed organization chart was presented with each manager discussing his/her role in the new service floor model. Basic services would happen at all service desks. Four positions remain open with budget savings of around \$140,000. The proposed management changes allow for a more collaborative management style and incorporates staff development and staff recognition. Increased communication and unity amongst staff will be a part of the model as well. We have the radios now. We are working toward replacing the self-check machines, computer reservation and print management software and adding wireless printing.
7. Reports –
 - a. Foundation – The board discussed the bookkeeper position. The Library presented a request for an additional outside sign. No decisions made on either. Next meeting is May 9, 2018.
 - b. FABL – Next meeting is May 15, 2018 at 7:00 pm.
 - c. Arrowhead Library System (ALS) – Maribeth Miller reported that the Arrowhead Library System discussed possibly conducting a compensation study. Next meeting, May 9, 2018.
 - d. Budget Committee – Budget committee met and discussed the personnel budget only. The payroll and benefits numbers due to the changes in management structure and through attrition with the Best Beloit Model are showing savings.
 - e. Strategic Plan Committee – The full committee met on April 4 and again on April 18. They are working on goals and a new mission statement.
 - f. Personnel Committee – The committee met April 17 and will meet again on April 25 regarding the job descriptions for the new department head structure.
8. Trustee Comments – None.
9. Motion to adjourn – Shelly Cronin moved to adjourn the meeting. Lisa Berrones seconded the motion. Meeting adjourned at 6:00 PM.

Next meeting: Wednesday, May 16, 2018

Submitted by:
Jennifer Laatz, Business Manager