



beloit public library

Beloit Public Library Board of Trustees

Wednesday, July 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, David Sowl, Maribeth Miller, Clinton Anderson, Lisa Berrones, and Angela Moore (4:35). Members Absent: None. Also present: Library Director Nick Dimassis and Library Management Team – Jennifer Laatz, Michael DeVries, Jeni Schomber, Wyatt Ditzler, and Amy Mitchell.

Jennifer Laatz introduced new Library Administrative Assistant, Julie Ivanuck.

2. Approval of the Consent Agenda – Diane Lichtenstein requested item 2b be considered separately. David Sowl moved to approve items 2a, 2c, and 2d as presented. John Watrous seconded the motion. **Motion Carried (7-0)**. Diane Lichtenstein noted one correction to the minutes in the section of Library Board Roles and Responsibilities. Maribeth Miller moved to approve item 2b as corrected. 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 the report. Additional comments as follows:
 - John Watrous and Diane Lichtenstein from the Strategic Plan Committee will be coming to our all-staff meeting on Friday, July 20 to get feedback from the staff on the values and commitments proposed by the Strategic Plan Committee.
 - Kristi Helmkamp will be joining BPL on August 7th as our new Head of Programming & Partnerships. This position is a key part in moving everything forward.
5. Reports –
 - a. Foundation – Diane Lichtenstein reported the Foundation Board has been through a Strategic Plan process including mission statement, goals, and plan. The board would like to grow its membership. Next meeting is August 8, 2018.
 - b. FABL – John Watrous reported that Year to Date sales are \$13,491. The next Second Saturday Sale will be September 8, 2018. FABL will be participating in the Reel Deal again this year. They are still discussing the arrangement with the Foundation regarding the proceeds from the event. FABL is also planning a 40-year anniversary display as they are celebrating 40 years in 2018. Next meeting is September 12, 2018.

- c. Arrowhead Library System (ALS) – Maribeth Miller reported that Lynda.com is now live. It is a site similar to Gale Courses but is self-paced where Gale Courses has time limits for completion. The PLSR redesign process has been winnowed down to 2 potential models. One model would need legislative changes. The other model would reduce the number of systems within the state down to 8. Model changes would require many approvals including possible changes to Chapter 43. The board is currently working on the 2019 budget. Trustee Training Workshop is in August
- d. Budget Committee – Jennifer and Nick met with the city on Monday, July 16th. Inquired about an increase of \$17,000 for private security but tax levy currently budgeted to remain the same, which is still good news. The 2019 budget does include the full budget for collections but we are again planning to intentionally hold spending down. We could be very close to a balanced budget for 2019.
- e. Strategic Plan Committee – The committee has proposed a list of values and commitments. Angela Moore mentioned a value of using our assets for lease agreements. It is in the current plan but not listed in a way that is quite so obvious.
- f. Personnel Committee – Next month there will be a new evaluation form for the Library Director for the board to approve. August & September the personnel committee will draft questions for a workplace survey with Jeni Schomber sending out to staff in October with responses due back in November. The survey will be a part of the director evaluation in December. Lisa Berrones will work on a model of a survey to measure engagement.
- g. Blender Café – Report given for June that includes a comparison on how these numbers would be impacted by the new model. Current difference is \$7200. Potential difference with new model could be around \$400. The model includes a reduction of hours and one manager. We are also looking into a management track incubator for managers in the future.

6. Action Items:

- a. Election of Officers – Diane Lichtenstein nominated Marty Densch for the position of President. Marty accepted the nomination. No other nominations were brought forward. David Sowl moved to approve Marty Densch as Library Board President. Maribeth Miller seconded the motion. **Motion Carried (8-0)**. Marty Densch nominated Maribeth Miller for the position of Vice President. Maribeth accepted the nomination. No other nominations were brought forward. Marty Densch moved to approve Maribeth Miller as Vice President. Diane Lichtenstein seconded the motion. **Motion Carried (8-0)**.
- b. Additional Committee – Proposed additional committees: Sunshine Committee, Grievance Policy Committee, Ad Hoc Policy Committee, and Ad Hoc 10 year/125 year anniversary event committee. After discussion of these proposed committees and the responsibilities of each, John Watrous moved to not adopt additional committees for the present time. David Sowl seconded the motion. **Motion Carried (8-0)**.

- c. Library Board Committee Assignments – Maribeth Miller moved to accept the committee assignments as below. John Watrous seconded the motion. **Motion Carried (8-0).**
- Beloit Public Library Foundation Board – Diane Lichtenstein, John Watrous, Vacant(School Board Rep)
 - FABL Board – David Sowl
 - Personnel Committee – Marty Densch, Lisa Berrones, Clinton Anderson
 - Arrowhead Library System Board – Maribeth Miller
 - Budget Committee – Marty Densch, Angela Moore, David Sowl, Maribeth Miller
 - Strategic Plan Committee – Maribeth Miller, Diane Lichtenstein, John Watrous, Angela Moore.
- d. Southwest Wisconsin Workforce Development Board (SWWDB) – Nick Dimassis explained the partnership with SWWDB. They most recently were located in Blackhawk Technical College (BTC) offices in the Eclipse Center. With BTC vacating that lease, SWWDB was in need of space in the Beloit area. A partnership with the Library would be through a lease of space, current proposal is space that is available in the former Adult Services Workroom. The Library Director is recommending a one-year lease for \$10K – 11K per year in rental income. The library would be providing utilities and janitorial services but all other aspects of the building would be completely separate, i.e. technology and phones. The City Attorney will review any lease. Maribeth Miller moved to approve the Library Director’s recommendation and authorize the library to move forward with a one-year lease. Marty Densch seconded the motion. **Motion Carried (7-0-1 with David Sowl abstaining).**
- e. Use of Technology Restricted Funds to replace Library Servers – Wyatt Ditzler, IT Manager, presented a quote from Premier Technologies with 3 options for replacing the Library servers. Wyatt’s recommendation is the mid-price server. David Sowl moved to accept the library recommendation to use technology restricted funds not to exceed \$28,000 to replace Library servers. Marty Densch seconded the motion. **Motion Carried (8-0).**
- f. Use of Technology Restricted Funds to replace Library Switches – Wyatt Ditzler presented a quote from Premier Technologies with 3 options for replacing the Library switches in the server room. Again, Wyatt’s recommendation is the mid-price option. Lisa Berrones moved to accept the library recommendation to use technology restricted funds not to exceed \$12,000 to replace Library switches. Maribeth Miller seconded the motion. **Motion Carried (8-0).**
- g. Resolution – Blender budget and future plans – The budget committee recommended a resolution be approved by the Library Board in regards to the changes in hours and management structure. Maribeth Miller moved to adopt the resolution. Marty Densch seconded the motion. **Motion Carried (7-0-1 with David Sowl abstaining).**
- h. Monthly financial report and approval of library and café bills – Maribeth Miller moved to approve the payment of the bills on the library warrant in the amount of \$31,501.26 for the library and \$5,414.05 for the Blender and the recurring expenses of \$129,005.77 for the library and \$11,305.16 for the Blender. John Watrous seconded the motion. **Motion Carried (7-0).**

7. Follow-up Discussion from June 20th – Roles and Responsibilities – moved to the August 2018 meeting.
8. Trustee Comments – None.
9. Motion to adjourn – David Sowl moved to adjourn the meeting. Marty Densch seconded the motion. Meeting adjourned at 5:50 PM.

Next meeting: Wednesday, August 15, 2018

Submitted by:
Jennifer Laatz, Business Manager