



# beloit public library

Beloit Public Library Board of Trustees

Wednesday, September 19, 2018

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Marty Densch called the meeting to order at 4:04 PM.  
Members present: Martin Densch, Maribeth Miller, Clinton Anderson, Lisa Berrones, Diane Lichtenstein (4:04 – 4:55), Angela Moore, Nora Gard (arr. 4:06 PM), and John Watrous (arr. 4:17 PM). Members Absent: David Sowl. Also present: Library Director Nick Dimassis and Library Leadership Team – Jennifer Laatz, Jeni Schomber, Wyatt Ditzler, Kristi Helmkamp, and Amy Mitchell.
2. Approval of the Consent Agenda – Angela Moore moved to approve the consent agenda as presented consisting of the August 15, 2018 Library Board meeting minutes, September 10, 2018 Personnel Committee meeting minutes, and the September 12, 2018 Strategic Plan Committee meeting minutes. Maribeth Miller seconded the motion. **Motion Carried (6-0).**
3. Public Comment – None.
4. Library Director Report – Nick Dimassis prepared a written Library Director’s Report detailing the report. Additional comments as follows:
  - The library is welcoming 2 Wisconsin Senior Employment (WISE) employees who will be working at our welcome desk. They will greet patrons and help with directional questions and refer patrons to library staff or SWWDB staff as appropriate.
  - The Library has had some really great articles in the Beloit Daily News recently.
5. Reports –
  - a. Foundation – Diane Lichtenstein reported that the Foundation meeting was business as usual. Next meeting is October 10, 2018.
  - b. FABL – David Sowl was not present to report. Next meeting is November 14, 2018.
  - c. Arrowhead Library System (ALS) – Maribeth Miller reported that Milton Public Library has a new library director due to the retirement of Lisa Brooks. Ashley Kunkel, the Assistant Library Director has been promoted to the position. Eager Free Public Library is closed for a couple of weeks due to renovations. There has been some changes to the courier service between Janesville and Elkhorn which is savings to the Arrowhead Library System drivers. More topic specific training will be starting on the ILS. Steve Platteter, ALS Director, and Rene Bue, from Hedberg Public Library, visited the Rock County Jail to get ideas for books that inmates are interested in.
  - d. Budget Committee – Budget Committee did not meet.

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- e. Strategic Plan Committee – Diane Lichtenstein reported that the committee reviewed and discussed the action plan put together by staff. Suggestions were made with additional ideas to go to Jeni Schomber. The next meeting is scheduled for October 10, 2018 to review and discuss the action plan with the recent suggestions. The committee plans to meet quarterly to ensure that we stay on track.
  - f. Personnel Committee – Marty Densch reported that the Personnel Committee met to discuss the job descriptions. More discussion under action items.
  - g. Blender Café – Nick Dimassis presented the Blender financial report. Although the new management structure and hours began in August, payroll numbers still reflect hours and vacation payout for previous manager. September will reflect the recent changes. We had some nice catering events in September as well.
6. Action Items:
- a. Job Descriptions - Nick Dimassis presented the Library Organizational Chart with the recent changes in the management structure and with the job descriptions presented to the board for approval at this meeting. Jeni Schomber and Kristi Helmkamp presented the job descriptions noting the differences. John Watrous recommended a change in the wording in the general summary to be changed on each job description. Nora Gard recommended making the wording consistent with statements beginning with verbs. Maribeth Miller moved to approve all 6 job descriptions with changes recommended. Nora Gard made a friendly amendment to the motion to include the list of job descriptions being approved. Maribeth agreed to the amendment. Motion is to approve the job descriptions for Library Service Specialist – Library Page, Library Service Specialist – Senior Page, Library Service Specialist I – Customer Experience, Library Service Specialist I – Customer Accounts, Library Service Specialist II – Programming, Library Service Specialist II – Resources with recommended changes. Nora Gard seconded the motion. **Motion Carried (8-0)**
  - b. 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 \$73,289.77 or the library and \$6,346.69 for the Blender and the recurring expenses of \$111,364.06 for the library and \$11,978.30 for the Blender. Diane Lichtenstein seconded the motion. **Motion Carried (8-0).**
7. Trustee Comments – Marty Densch reminded board members of the importance of attendance at board meetings as well as committee meetings. Contact Jennifer Laatz if you are unable to attend.
8. Motion to Adjourn – Nora Gard moved to adjourn. Lisa Berrones seconded the motion. Meeting adjourned at 4:58 pm.

Next meeting: Wednesday, October 17, 2018

Submitted by:  
Jennifer Laatz, Business Manager

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