



beloit public library

Beloit Public Library Board of Trustees

Wednesday, December 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, Clinton Anderson, Diane Lichtenstein, David Sowl (4:04 – 5:45), John Watrous, Lisa Berrones (4:04 – 4:45), Maribeth Miller, Angela Moore (4:10 – 6:04). Members Absent: Nora Gard. Also present: Library Director Nick Dimassis and Library Leadership Team – Jennifer Laatz, Jeni Schomber, Wyatt Ditzler, Kristi Helmkamp, and Amy Mitchell.
2. Approval of Consent Agenda – Jennifer Laatz reported a Scribner error identified on the agenda with the December 4th minutes listed as Strategic Plan Committee rather than Personnel Committee meeting. The minutes provided in the packet are correct. Maribeth Miller moved to approve the Consent Agenda consisting of the November 19, 2018 Library Board minutes, December 4, 2018 Personnel Committee minutes, and December 13, 2018 Personnel Committee minutes. Diane Lichtenstein 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:
 - Jeni Schomber introduced our newest employee Holly Havens. Holly started with BPL on December 17th. She is currently working at the UW-Rock County Library and going to school for her MLIS through UW-Milwaukee.
 - Jeni and Kristi reported on the Children’s area – early literacy tips are being presented at morning meetings as well as tips on how to interact with children. They are looking at the strategic plan and our BPL team and looking at ways for peer mentorship. Rachelle Elliott from the school district and will be presenting at our all-staff in January on ways to interact with children. In addition, our most recent Throwback Thursday Training included a presentation on 5 tips for engaging young children and families and moved into a discussion on how we can do that here at BPL. Nick added that we have a broad and deep knowledge base with Kristi in her experience in museums and children’s departments in public libraries and Jeni’s experience as well as being the Arrowhead Library System Youth Services Consultant.
 - Michael will be addressing the collection development plan going forward including new books, digital, and weeding and will report at the January meeting.

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December 19, 2018, Approved January 16, 2019

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5. Reports –
 - a. Foundation – Meeting cancelled in December. Next meeting is January 9, 2019.
 - b. FABL – Next meeting is January 9, 2019.
 - c. Arrowhead Library System (ALS) – Maribeth reported that quarterly state aid payment received. Final phase of Library Redesign document is complete. Access to the document can be found at www.plsr.info. The Wild Wisconsin Winter Web Conference is in January; Jennifer Laatz will send information out to the board.
 - d. Budget Committee – No meeting.
 - e. Strategic Plan Committee – No meeting.
 - f. Personnel Committee – Personnel committee met on December 4th to lay out the process and timeline. They met again on the 13th after collecting input from board members, to discuss the final report.
 - g. Blender Café – Nick Dimassis reported that we are talking to various agencies at the state level regarding grants through Workforce Development and other organizations.

6. Discussion and possible action – Library Board emails – Discussion continued on how library board emails through beloitlibrary.org are used. It was discussed that the emails would be used for receipt only. Any reply or correspondence from a board member could be remitted through Nick or Jennifer, which would allow all correspondence to be saved on the library servers. Written letters received at home should be brought into the Business office to conform to the Records Retention Policy. We will continue discussions in January with possible action taken then.

7. **Closed Session:** Maribeth Miller moved to adjourn to Executive Session pursuant to Wisconsin Statutes 19.85(1)(c) for purposes of conducting performance evaluation for the Library Director. John Watrous seconded the motion. **Motion Carried (8-0)**. The board entered closed session at 4:32pm.

Maribeth Miller moved to reconvene into open session. Diane Lichtenstein seconded the motion. **Motion Carried (8-0)**. Board reconvened in open session at 5:56 pm.

8. Action Items:
 - a. Library Director Performance Evaluation – Maribeth Miller moved to approve the performance evaluation as presented with board recommendations to be added and a salary increase of 2.5%. John Watrous seconded the motion. **Motion Carried (6-0)**.
 - b. 2019 All-Staff Training Day – Library Closure Request – The library is requesting to close the mornings of April 26 and September 20 to allow for all-staff training. The library will open to the public at 1:00. Diane Lichtenstein moved to approve the library closures on April 26 and September 20 as requested. Maribeth Miller seconded the motion. **Motion Carried (6-0)**.
 - c. Monthly financial report and approval of library and café bills – Angela Moore moved to approve the payment of the bills on the warrant in the amount of \$29,597.23 for the library, and \$4,402.55 for the Blender and the recurring expenses of \$163,476.15 for the library and \$7,483.73 for the Blender. John Watrous seconded the motion. **Motion Carried (6-0)**.

9. Trustee Comments –

- President Martin Densch thanked the board for the thoughtful discussion and work over this past year stating we are in a position now to move forward.

10. Motion to Adjourn – Angela Moore moved to adjourn. Maribeth Miller seconded the motion. Meeting adjourned at 6:04 pm.

Next meeting: Wednesday, January 16, 2019

Submitted by:
Jennifer Laatz, Business Manager