



beloit public library

Beloit Public Library Board of Trustees

Wednesday, February 20, 2019

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – Vice President Maribeth Miller called the meeting to order at 4:00 PM.

Members present: Maribeth Miller, Diane Lichtenstein, David Sowl, John Watrous, Nora Gard (depart 4:51), Angela Moore (arrived 4:08), Clinton Anderson (arrived 4:08). Members Absent: Martin Densch and Lisa Berrones. Also present: Library Director Nick Dimassis and Library Leadership Team – Jennifer Laatz, Jeni Schomber, Michael DeVries, Wyatt Ditzler, Amy Mitchell, and Roxane Bartelt.

2. Approval of Consent Agenda – Nora Gard moved to approve the Consent Agenda consisting of the January 16, 2019 Library Board meeting minutes and the February 7, 2019 Joint Personnel/Budget Committee meeting minutes. David Sowl seconded the motion. **Motion Carried (5-0).**

3. Public Comment – None.

4. Library Director Report – Nick Dimassis prepared a written Library Director’s Report detailing the report. Additional comments as follows:

- Nick introduced Roxane Bartelt, Interim Head of Programming and Partnerships. Roxane has spent 38 years in public library service retiring in 2012 and consulting since that time. She most recently finished serving as Interim Director of the Southwest Wisconsin Library System. She has worked in 4 libraries over the course of her years of service with her background in children’s services.
- Thank you for the support of the board as the library made the decision to stay open during the cold weather in late January. We had 178 patrons come through our doors on that day. Patrons used the library for warmth and protection from the elements while another used our internet to do homework as they lost internet at their home.
- We recently met with Tracy Pierner, President of BTC, Renee Ranguette, VP of BTC, and Laura Pigatti-Williamson, City of Beloit Director of Public Works to continue conversations regarding additional classroom space for BTC. BTC can provide the capital dollars for all the spaces they are going to use. We currently have 2 phases to the project. Phase 1a is the BTC classroom and office space and Phase 1b is the program room. The goal is to have these 2 phases run concurrently with the finishing of the program room to wait for a capital campaign. Plans also include 2 classrooms for Stateline Literacy Council. The board would like the plans to consider the addition of restrooms. Once an agreement and drawings are more finalized we will have a meeting

Beloit Public Library Board of Trustees

February 20, 2019, Approved March 20, 2019

“Making a great city even greater”

with the Budget/Facilities Committee. Along with this project, we have started discussion that will formalize a relationship between the library and the city even though we have State Statutes that define this relationship.

- Nick presented a proposed change to the layout of the agenda that has a report section and a committee section. John Watrous suggested moving the Arrowhead Library System to reports rather than committees. There was discussion as to whether we should add a Policy Committee. There is a concern that the board is not large enough to add another committee. It could be an ad hoc committee established when needed. There was also discussion of an executive committee that consists of the President, Vice President, Library Director and Business Manager. The personnel committee will meet to go over personnel policies and determine how best to approach review of policies via committees.
- Leadership Team Responses to Director Evaluation – It was suggested that someone from the Foundation and FABL should come in and discuss their organizations. There was confusion as to why the response came from the leadership team vs. the library director. Nick explained that we are one organization and one team. The Director’s evaluation is the Leadership Team’s evaluation. Diane Lichtenstein suggested that this report needs to go back to the Personnel Committee for consideration in the Director’s evaluation.

5. Reports –

- a. Foundation – The board discussed the architect plans for the BTC classrooms and the possibility of a capital campaign for the program room portion of the plans. The board also discussed plans for a library event to celebrate 10 years in the current location. The event will be a birthday bash on April 27th. More information to come. The board continues to work on a strategic plan and mission statement. Next meeting is March 13, 2019.
- b. FABL – No report. Next meeting is March 13, 2019.
- c. Arrowhead Library System (ALS) – The ALS board approved the system’s annual report for submission to Department of Public Instruction. The Public Library System Redesign report has been delayed until the end of February. LSTA dollars will be applied to WAN upgrades. Library Legislative Day took place on February 12th. Eager Free Library has been undergoing renovations which should be complete in March. Hedberg Public Library is beginning renovations in March.
- d. Budget Committee – The budget committee met jointly with the Personnel Committee to discuss hiring an Interim Head of Programming and Partnerships and we now have that person in place. The committees also discussed the posting of the permanent position to a larger search area for greater diversity in candidates. The committee discussed the request for a contingency pool of funds for staffing hours for programming and outreach opportunities that cannot be scheduled within budgeted hours due to timing. The personnel committee recommended moving forward with the pool of funds with the budget committee to discuss and recommend the funding level. The committee also reviewed the final 2018 budget numbers for the library and Blender and have brought forward a recommendation for consideration by the board.

- e. Strategic Plan Committee – Tentatively set the next meeting date for April 10th at 4:00 pm to discuss first quarter 2019.
 - f. Personnel Committee – See budget committee report above.
 - g. Blender Café – The report shows a comparison between January 2018 and January 2019. This report is directly from the MUNIS software.
6. Action Items:
- a. 2019 Budget Adjustment – Diane Lichtenstein moved to approve the 2019 budget adjustment for \$7000 to be used as a contingency pool of hours for programming and outreach as recommended by the Personnel and Budget Committees. Angela Moore seconded the motion. **Motion Carried (6-0).**
 - b. 2018 Library and Blender Budget Reports – David Sowl moved to approve the 2018 Library and Blender Budget Reports with the overage from the Library account being deposited into the Unrestricted Fund Balance account, move the \$54,458 overage in the technology account #5532 from the restricted technology fund to the unrestricted fund to cover technology upgrades in 2018 as approved by the library board, and to use the unrestricted fund balance for the Blender Café. Maribeth Miller seconded the motion. **Motion Carried (6-0).**
 - c. 2018 Annual Report – Maribeth Miller moved to approve the 2018 Annual Report as presented, including the statement concerning public library system effectiveness indicating that ALS did provide effective leadership and adequately meet the needs of the library. David Sowl seconded the motion. **Motion Carried (6-0).**
 - d. Blender Learning Café Grants – Diane Lichtenstein moved to support the Library Director to continue the process of applying for FSET and Workforce Development Grant Opportunities. John Watrous seconded the motion. **Motion Carried (6-0).**
 - e. Monthly financial report and approval of library and café bills – David Sowl moved to approve the payment of the bills on the February 19, 2019 warrant in the amount of \$39,850.99 for the library, and \$2,878.63 for the Blender and the recurring expenses of \$94,382.84 for the library and \$3,525.51 for the Blender. John Watrous seconded the motion. **Motion Carried (6-0).**
7. Trustee Comments – None.
8. Motion to Adjourn – Maribeth Miller moved to adjourn. David Sowl seconded the motion. Meeting adjourned at 5:36 pm.

Next meeting: Wednesday, March 20, 2019

Submitted by:
Jennifer Laatz, Business Manager