



beloit public library

Beloit Public Library Board of Trustees

Wednesday, April 17, 2019

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Martin Densch called the meeting to order at 4:02 PM.
Members present: Martin Densch, Maribeth Miller, Diane Lichtenstein, David Sowl, Clinton Anderson, Lisa Berrones (dep. 5:12), Nora Gard (dep. 4:20), and Angela Moore (arr. 4:15).
Members Absent: None. Also present: Library Director Nick Dimassis and Library Leadership Team – Jennifer Laatz, Jeni Schomber, Michael DeVries, Wyatt Ditzler, Amy Mitchell, and Roxane Bartelt.

Marty Densch announced that he received and accepted a letter of resignation from John Watrous.

2. Meeting Decorum – Marty Densch discussed that the board will be adhering to Robert’s Rules of Orders for meeting decorum. This is per City Ordinance 1.85 regarding the Municipal Library Board. Action items will start with a report, then a motion and second, then discussions begin. Each board member will have an opportunity to speak by requesting the floor from the presiding officer. Each member will have a second opportunity to speak on the item once all other board members have had the opportunity in the first round. Discussion will be limited to the merits of the item and must be directed to the presiding officer. Discussion on reports will be limited to one round. The agenda item “Board Comments” has been changed to “Trustee Activities & Upcoming Events”. This language mirrors the language used at the City Council level. This is an opportunity for trustees to report on events they attended or announce upcoming events that may be of interest to board members. This is not a time to discuss any further board business or items that are not on the agenda. Nor is it a time to redirect to a previous agenda item. Marty also reminded the board that individual trustees have no authority. The only authority that comes from the board comes as a body.
3. Approval of Consent Agenda – Maribeth Miller moved to approve the Consent Agenda consisting of the March 20, 2019 Library Board meeting minutes, April 10, 2019 Personnel Committee meeting minutes, and the April 10, 2019 Strategic Plan Committee meeting minutes. Nora Gard seconded the motion. **Motion Carried (7-0).**
4. Public Comment – None.
5. Reports:
 - a. Library Director Report - Nick Dimassis prepared a written Library Director’s Report. In addition to the written report, Nick presented some recent articles on Edgerton

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“Making a great city even greater”

Public Library removing fines on juvenile materials. They will report back on how it is going. This is something that BPL has discussed in the past so we are interested in how things go at Edgerton. This is a way of removing barriers to patrons using the library. We implemented a children's engagement hour within the public service team rotation. Previously we had 2 roamers. One of those positions has now become a dedicated children's engagement position. Staff are to take that 1 hour and equip themselves with a pop up story time, sit down with a puzzle, talk to parents about our resources, etc. Jerome Chambers did exactly what we would like to see in the children's area on his first rotation in that position by engaging with a parent and child and ultimately sitting down and reading a book with the child. Jody Winchester spoke to the board regarding the change to the children's engagement rotation and stated that it is good to have staff in that area. Everyone she has worked with was very excited to try this along with some who had reservations. As a children's programmer, she felt as though staff would feel more comfortable if they had tried and trusted books to practice with and become a go-to. She, Cathy Fernan, and Maricruz Paniagua pulled books and started a small collection for staff to get acquainted with and provide them with some tools they need to engage. Angela Moore requested that books on diversity be a deliberate decision to add to this collection. Maribeth Miller liked the idea of the grab and go kits for staff to use. Maribeth also inquired about the reduction in the length of time a new book stays on the new book shelf before being moved to the regular collection. Nick stated that the length of time is arbitrary and that this was a committee decision. We have also included signage encouraging BPL patrons to place holds on new items as they will get the BPL new items before they are sent out to fulfill holds at other libraries in the system. Diane Lichtenstein inquired about the change in the length of checkout period for TV shows. This was a system decision to bring all libraries to a consistent checkout period. David Sowl inquired about the decline in circulation and library visitor stats and if that was tied to the service model. This is a national trend. Programs and usage of spaces increase as people use libraries differently. The circulation stats are for physical items only. The circulation for electronic items are listed in the section below and those stats continue to increase. Much the same as sessions on library computers decrease while sessions of library Wi-Fi usage increase. Patrons are just using the library in a different way.

- b. Arrowhead Library System – Maribeth Miller reported that the ALS Budget Committee is getting ready for 2020. The county may have to do multiple budgets as they wait on the final budget from the state. ALS will be paying 50% less for the WAN now that we are in the consortium. Lakeshores Library System is offering 2 grants to SHARE libraries that will facilitate RFID tagging for library materials. ALS will also try to offer grant opportunities for RFID using funds from their reserve account.
- c. Beloit Public Library Foundation – Dennis Hildebrandt from Siepert & Co. LLP presented a report on the 2018 audit. They will now finalize and prepare the tax returns. Next meeting is May 8th.
- d. Friends at Beloit Library (FABL) – The FABL board did not meet. Next meeting is annual meeting on May 29th at 7:00 pm.

6. Committees –

- a. Budget Committee – No meeting.
- b. Personnel Committee – All items from the April 10th meeting are action items on this agenda.
- c. Strategic Plan Committee – The committee discussed how they will review the progress of the implementation plan. Blackhawk Technical College Intern Alejandra Barajas presented a progress tracker spreadsheet to assist in the review.

7. Action Items:

- a. Fine Waiver of Old Fines – In January 2018, the library moved to a new Integrated Library System with fines from the old system being transferred over however, the information related to the reason for the fines did not transfer. Many patrons have paid these old fines but because the information is no longer accurate, we would like to request to waive the old fines on accounts that owe \$50 or less in these old fines. Current fines will not be affected. Maribeth Miller moved to approve waiving the old fines of \$50 00 and less on patron’s accounts per the request of library staff. Clinton Anderson seconded the motion. **Motion Carried (5-1, with David Sowl voting against).**
- b. Job Descriptions – The following job descriptions have all been updated to include the 2 statements added to all job descriptions. The statements include being forthright and truthful, etc. and being punctual with regular attendance. All were reformatted for a consistent look and physical requirements were made consistent except in positions that require additional physical requirements.
 1. Marketing & Communications Coordinator – This job description is a title change as marketing clearly explains the duties whereas outreach is being done in collaboration with the Head of Programming and Community Engagement. Maribeth Miller moved to approve the job description as presented. Clinton Anderson seconded the motion. **Motion Carried (5-0).**
 2. Administrative Assistant – This job description has a few minor additions including MUNIS entry work and meeting room coordination including catering. Angela Moore moved to approve the job description as presented. Clinton Anderson seconded the motion. **Motion Carried (5-0).**
 3. Custodian Aide – This job description was updated as above. Maribeth Miller moved to approve the job description as presented. David Sowl seconded the motion. **Motion Carried (5-0).**
 4. Computer Room Assistant – This job description was updated as above. David Sowl moved to approve the job description as presented. Maribeth Miller seconded the motion. **Motion Carried (5-0).**
 5. Security Monitor – This position is contracted through an outside company but is being updated for consistency per the above. Maribeth Miller moved to approve the job description as presented. Angela Moore seconded the motion. **Motion Carried (5-0).**

- c. Policies: The below policies did not need changes so are being presented for review.
 - 1. Copy Charges Policy – Maribeth Miller moved to approve the review of the Copy Charges Policy as requested. Angela Moore seconded the motion. **Motion Carried (5-0).**
 - 2. Dangerous Weapons Policy – Maribeth Miller moved to approve the review of the Dangerous Weapons Policy as requested. David Sowl seconded the motion. **Motion Carried (5-0).**
 - 3. Payroll Policy – Maribeth Miller moved to approve the review of the Payroll Policy as requested. Angela Moore seconded the motion. **Motion Carried (5-0).**

 - d. Monthly financial report and approval of library and café bills – Angela Moore moved to approve the payment of the bills on the April 16, 2019 warrant in the amount of \$63,293.35 for the library, and \$3,783.08 for the Blender and the recurring expenses of \$116,127.72 for the library and \$4,931.63 for the Blender. Clinton Anderson seconded the motion. **Motion Carried (5-0).** David Sowl requested an update on the grants for the Blender Café. The Federal government approved the FSET proposal. We will be implementing that soon. The FSET program will then set us up to apply for a Department of Workforce Development Grant.
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- 8. Trustee Activities and Upcoming Events – Angela Moore announced the upcoming Standing Up Against Racism event at noon on April 25th at the Harry Moore Pavilion. Diane Lichtenstein requested the Budget/Facilities committee meet to start discussing MOUs for the spaces in the library. David Sowl requested the Blender income report be sent with the board packet for review prior to the meeting. Marty congratulated Clinton Anderson for being elected as Vice President of City Council. Marty also announced that there were several library supporters at the City Council meeting as Nick accepted the proclamation for National Library Week. Marty also announced that Nora Gard will be going off the board as the school board rep but has agreed to apply for the remainder of John Watrous’ term through 6/30/2020.

 - 9. Motion to Adjourn – David Sowl moved to adjourn. Angela Moore seconded the motion. Meeting adjourned at 5:46 pm.

Next meeting: Wednesday, April 17, 2019

Submitted by:
Jennifer Laatz, Business Manager