



# beloit public library

Beloit Public Library Board of Trustees

Wednesday, October 16, 2019

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Maribeth Miller called the meeting to order at 4:03PM. Members present: Maribeth Miller, David Sowl, Betty Magnus, Florence Haley, Rachelle Elliott (depart 5:10), Amanda Isunza (depart 5:00), Diane Lichtenstein, and Mark Preuschl (arrived 4:30). Members Absent: Angela Moore. Also present: Library Director Nick Dimassis and Library Leadership Team – Jennifer Laatz, Michael DeVries, Amy Mitchell, Katharine Clark, Wyatt Ditzler, and Jeni Schomber (depart 4:45). Alex Carlson and Jessica Graminske.
2. Presentation – DPI/ALS Inclusive Services – Steve Platteter, Arrowhead Library System (ALS Director) and Rene Bue, Department of Public Instruction (DPI) Inclusive Services Committee member. DPI has published an inclusiveness assessment tool and guide. Platteter and Bue provided an overview of the program and will be providing in-depth training for BPL staff on Thursday, October 24<sup>th</sup>.
3. Approval of the consent agenda – Florence Haley moved to approve the consent agenda consisting of the September 18, 2019 Library Board meeting minutes and the October 2, 2019 Personnel Committee meeting minutes. David Sowl seconded the motion. **Motion Carried (8-0).**
4. Public Comment – None.
5. Reports:
  - a. Library Director and BPL Activity Report - Nick Dimassis prepared a written report. In addition to the written report, Dimassis reported on the following:
    - Update on the buildout and capital campaign plans. The Education & Training Center (formerly Master Facilities Plan) will be in two main phases. Phase 1 is the Blackhawk Technical College (BTC) classrooms, which BTC is fully funding. Phase 2 is the second floor meeting spaces encompassing the Education and Training Center initiative.
  - b. Arrowhead Library System – Miller reported the meeting was moved to October 16 due to the Wisconsin Library Association conference.
  - c. Beloit Public Library Foundation – Sowl reported that the next meeting is Monday, October 21, 2019.
  - d. Friends at Beloit Library (FABL) – Next meeting is November 13, 2019.

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October 16, 2019 Minutes, Approved November 20, 2019

*“Making a great city even greater”*

6. Committees –

- a. Budget/Facilities Committee – No meeting.
- b. Personnel Committee – Miller reported that the Personnel Committee, via Jennifer Laatz, will be providing the evaluation form to each board member to complete and return by noon 11/13/19. The Library Board will then go into closed session at the 11/20/19 meeting to discuss the evaluation. The next step is for the Personnel Committee to meet with Director Dimassis in closed session either 11/26 or 12/3. Dimassis will then have the opportunity to respond to the evaluation with the board approving the final document after a closed session at the December Library Board meeting.
- c. Strategic Plan Committee – No meeting.

7. Action Items:

- a. Laptop Circulation Policy – Lichtenstein moved to approve the Laptop Circulation Policy as presented. Haley seconded the motion. **Motion Carried (6-0)**
- b. Confidentiality of Library Records Policy – Haley moved to approve the Confidentiality of Library Records Policy as presented. Magnus seconded the motion. **Motion Carried(6-0)**
- c. Confidentiality Policy (Personnel Policy) – Lichtenstein moved to approve the Confidentiality Policy as presented. Haley seconded the motion. **Motion Carried (6-0)**
- d. Monthly financial report and approval of library and café bills – Haley moved to approve the payment of the bills on the October 15, 2019 warrant in the amount of \$26,161.35 for the library, and \$3,432.56 for the Blender and the recurring expenses of \$115,666.64 for the library and \$5,011.32 for the Blender. Preuschl seconded the motion. **Motion Carried (6-0).**

8. Trustee Activities and Upcoming Events –

- Dimassis reminded everyone of the upcoming fundraiser – The Reel Deal. The event is October 19, 7:00 pm at the Library.

9. Motion to Adjourn – Haley moved to adjourn. Lichtenstein seconded the motion. Meeting adjourned at 5:30 pm.

Next meeting: Wednesday, November 20, 2019

Submitted by:

Jennifer Laatz, Business Manager