



beloit public library

Beloit Public Library Board of Trustees

Wednesday, March 20, 2019

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Martin Densch called the meeting to order at 4:04 PM. Members present: Martin Densch, Maribeth Miller, Diane Lichtenstein, David Sowl, Nora Gard, Clinton Anderson, and Lisa Berrones (4:16 – 5:00). Members Absent: John Watrous and Angela Moore. 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 opened the meeting thanking Maribeth Miller for running the January and February meetings in his absence.

2. Approval of Consent Agenda – Maribeth Miller moved to approve the Consent Agenda consisting of the February 20, 2019 Library Board meeting minutes and the March 6, 2019 Personnel Committee meeting minutes. Nora Gard seconded the motion. **Motion Carried (6-0).**
3. Public Comment – None.
4. Reports
 - a. Library Director Report - Nick Dimassis prepared a written Library Director’s Report detailing the report. FABL approved the tree for the children’s area at a cost of \$9500. The tree will be located around the column just inside the entry to the children’s area. The FABL board members were excited about potential programming that can take place in that space around the tree. It will take about 3-4 weeks for installation and will be starting mid-May. We currently have a chicken coop and farm to table display on loan from Rock County Children’s Museum. We partnered with Brian Lankford to recreate those play areas for permanent use in the children’s area. We applied for a Stateline Community Foundation grant for \$3800 for learn and play items. The fish tank will be moving to the wall along the east side of the children’s area creating an underwater world in that area. All this plays into the redesign, offering interactive play and engagement in the children’s area. The plan is for capital campaign dollars to be used for improvements in the children’s area, teen area, and programming room. Blackhawk Technical Classroom is slated to be available for the spring 2020 semester (January 2020). Discussions continue regarding FABL’s Booksale space and Stateline Literacy Council (SLC) classrooms. Nick is currently in talks with SLC to do some fundraising to add the 2 classrooms in the back of the fiction area. Vicki Hahn retired as of March 18th. The board was well

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“Making a great city even greater”

represented with John, Nora, and Marty attending her retirement celebration after 26 years of service to Beloit Public Library. Roxane Bartelt and Nick are working together and looking at the overall programming area. The direction is to move toward more “canned” programming and repeating programs as appropriate. Programmers would then mentor other staff to be able to step in and present a program as needed and scheduled. Nora Gard likes the direction of programming and stated that it is wise to not have to recreate the wheel. Roxane explained the Elder Care Kits which include manipulative items such as a large deck of cards that can be checked out by caregivers for use with patrons suffering from a dementia disorder. David Sowl inquired on when discussions will be finalized on the SLC Memo of Understanding (MOU). Nick explained that there are discussions and questions that need to be worked through regarding the MOU. It will then need to go through a review by the City Attorney. We are not to that point yet. Nick reiterated that the Library is still fully committed to SLC and that they will have a home here. A well thought out plan and collaboration between to the 2 groups and the story around literacy would qualify for grants and possible matching funds to fundraising efforts. The social value that the SLC provides is unique.

- b. Arrowhead Library System – Maribeth Miller will update next month as she was unable to attend in March.
- c. Beloit Public Library Foundation – Joe Bachmeyer from BMO Financial Group presented a report on the Foundation’s investment account. The board approved a budget for a 10 year birthday party celebration for the library on April 27th. Next meeting is April 10th.
- d. Friends at Beloit Library (FABL) – The board approved the tree for the children’s area. Nick presented the capital campaign plans. Next meeting is annual meeting on May 29th at 7:00 pm.

5. Committees –

- a. Budget Committee – No meeting.
- b. Personnel Committee – All items from the March 6th meeting are action items on this agenda with job descriptions tabled until April.
- c. Strategic Plan Committee – Quarterly update meeting scheduled for April 10th.

6. Action Items:

- a. Staffing Adjustment – The library presented proposed staffing adjustments due to a recent retirement. Nora Gard moved to approve the staffing adjustments as presented and recommended by the Personnel Committee. Maribeth Miller seconded the motion. **Motion Carried (5-1 with David Sowl voting against and Diane Lichtenstein abstaining).**
- b. 2019 Pay Plan – The library presented the 2019 Pay Plan adjustments to account for the position title changes and to reflect the pay range adjustments approved in item 6a. Maribeth Miller moved to approve the 2019 Pay Plan as presented and recommended by the Personnel Committee. Nora Gard seconded the motion. **Motion Carried (5-1 with David Sowl voting against).**
- c. Head of Programming & Partnerships job description – The title was changed to Head of Programming and Community Engagement and made the supervisory duties more clear.

Nora Gard moved to approve the Head of Programming and Community Engagement job description as presented and recommended by the Personnel Committee. Maribeth Miller seconded the motion. **Motion Carried (6-0).**

- d. Weather Related Absences Policy – This policy was updated to clearly state when the library will consider closing due to weather and updates the process for staff not reporting to work due to weather. Maribeth Miller moved to approve the Weather Related Absences Policy as presented and recommended by the Personnel Committee. Nora Gard seconded the motion. **Motion Carried (4-1 with David Sowl voting against and Diane Lichtenstein abstaining).**
 - e. Meeting Room Policy – This policy was updated to include the various meeting spaces available for use as well as incorporate the Blender Café as a catering option. Also, clean-up to make the policy easier to read and understand. The library is also requesting to remove the application form from the policy itself. Maribeth Miller moved to approve to remove the application form from the policy and approve the policy as amended by Nora Gard. Diane Lichtenstein seconded the motion. **Motion Carried (6-0).** Maribeth Miller moved to adopt the application form as amended by Nora Gard. Nora Gard seconded the motion. **Motion Carried (6-0).**
 - f. Proctoring Policy – This is a new policy put in place to formalize the responsibilities of the library, students, and educational institutions in regard to proctoring exams. Jeni Schomber made a couple of corrections to the policy. David Sowl moved to approve the Proctoring Policy as amended by Jeni Schomber. Diane Lichtenstein seconded the motion. **Motion Carried (6-0).**
 - g. Monthly financial report and approval of library and café bills – Diane Lichtenstein moved to approve the payment of the bills on the March 19, 2019 warrant in the amount of \$33,733.41 for the library, and \$3,516.21 for the Blender and the recurring expenses of \$118,520.24 for the library and \$4,831.35 for the Blender. Nora Gard seconded the motion. **Motion Carried (6-0).**
7. Trustee Comments – Diane Lichtenstein stated that she is excited about the tree for the children’s area and appreciates all of the training that is being done with staff while considering expertise in that area. Diane also mentioned the upcoming Weissberg Residency presentation at Beloit College by Joel Simon. David Sowl raised a concern that will be addressed by the Personnel Committee. Marty Densch congratulated staff again for staying open during the inclement weather as a service to our patrons and our public. Nora Gard reported that her service on the School Board will end April 21st. She has enjoyed serving on the board.
8. Motion to Adjourn – David Sowl moved to adjourn. Maribeth Miller seconded the motion. Meeting adjourned at 5:46 pm.

Next meeting: Wednesday, April 17, 2019

Submitted by:
Jennifer Laatz, Business Manager