



# beloit public library

Beloit Public Library Board of Trustees

Wednesday, April 15, 2020

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Maribeth Miller called the meeting to order at 4:00PM.  
Members present: Maribeth Miller, Elizabeth Magnus, Mark Preuschl, David Sowl, Diane Lichtenstein, Florence Haley, and Rachelle Elliott (arr. 4:18). Members Absent: Angela Moore.  
Also present: Library Director Nick Dimassis and Jennifer Laatz, Business Manager.
2. Approval of the consent agenda – Haley moved to approve the consent agenda consisting of the February 19, 2020 Library Board minutes, March 3, 2020 Strategic Plan Committee minutes, March 4, 2020 Budget Committee minutes, March 18, 2020 Library Board minutes, March 26, 2020 Library Board special meeting minutes, and March 30, 2020 Library Board special meeting minutes. Magnus seconded the motion. **Motion Carried (6-0).**
3. Public Comment – None.
4. 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:
    - Dimassis reported on the recent death of Eileen Finnegan. She worked many years for the Beloit Public Library starting at the eastside branch and then moved to the downtown branch. We extend our condolences to her family and friends.
    - The City awarded the buildout project to Gilbank Construction. Paperwork is done and construction will start soon. We have an agreement with Hendrick’s Commercial Properties for access to the site through the east mall entrance with a door being put in from the old mall area into the shelled-out space.
    - The Leadership Team have been concentrating on the local Emergency Operations Center (EOC) news from Lori Luther. She is watching state and local updates closely and passing along through the EOC. We are preparing for the possibility to open in May.
    - Jeni Schomber, Head of Library Services, continues to send daily assignments to staff working from home. These assignments will strengthen their skills for when we are able to open to the public again.

- We have been holding virtual all-staff meetings each Friday. The have been quite effective and appreciated to “see” everyone.
  - We are going week by week with programming cancellations and considering a virtual summer library club. Katharine Clark, Head of Programming and Community Engagement, continues to work on plans for phasing in in-house programming.
  - We are working on plans for how to reopen and how to deal with materials being returned to the library. The library community across the state has active online communications regarding plans with guidance also coming from Department of Public Instruction (DPI).
  - Blender Café may be opening one day a week to provide lunches for our neighbors at Community Health.
  - We will be starting the 2021 budget soon which may be affected by loss in revenue.
  - Dimassis is reaching out to the 3 board presidents: Maribeth Miller (Library Board), Ken Forbeck (Foundation Board), and Margie Bertholomey (FABL Board) to establish a Tri-Lateral Advisory Committee. The group will meet with the Library Director on a regular basis keeping open lines of communication between the 3 organizations. They will be discussing the roles of each group, their goals and strategic plans, their assets, and resources and how they each direct to the library.
- b. Arrowhead Library System (ALS) – Miller reported that due dates on all materials has been extended. The system is working on dial-a-librarian software. Bruce Smith, formerly with Wisconsin Library Service (WILS) has moved over to DPI and will be working on the Public Library System Redesign.
  - c. Beloit Public Library Foundation – Sowl reported that the Foundation Board agreed to support the construction of both Alternate #1 and Alternate #2.
  - d. Friends at Beloit Library (FABL) – Magnus and Elliott reported that the group is planning a book sale in October. The board renewed its contract with the booksellers.

#### 5. Committees –

- a. Budget/Facilities Committee – No report but will be meeting soon.
- b. Personnel Committee – No report but will meet by the end of the month for the 1<sup>st</sup> quarter review with Nick and to discuss last year’s process.
- c. Strategic Plan Committee – No report and will be waiting to meet until a bit later.

#### 6. New Business

- a. Meeting Norms Introduction – Miller reported on a request from Elliott to have the Library Board consider the possibility of establishing meeting norms. Meeting norms are a set of rules that the board members agree on and follow; something that says how we are going to work and what we agree to. Haley mentioned that she liked the civility code established by the Library. The May meeting will be an open format for further discussion.

7. Action Items:
  - a. Monthly financial report and approval of library and café bills – Elliott moved to approve the payment of the bills on the April 14, 2020 warrant in the amount of \$42,073.64 for the Library and \$3,236.21 for the Blender and the recurring expenses of \$115,916.15 for the Library and \$4,579.67 for the Blender. Haley seconded the motion. **Motion Carried (7-0).**
8. Trustee Activities and Upcoming Events – Congratulations to Mark Preuschl on being re-elected to City Council.
9. Motion to Adjourn – Haley moved to adjourn. Elliott seconded the motion. Meeting adjourned at 4:54 PM.

Next meeting: Wednesday, May 20, 2020

Submitted by:  
Jennifer Laatz, Business Manager