



beloit public library

Beloit Public Library Board of Trustees

Wednesday, May 20, 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, David Sowl, Diane Lichtenstein, Florence Haley, Rachelle Elliott, Angela Moore, and Sherry Blakely. Members Absent: None.
Also present: Library Director Nick Dimassis and Leadership Team Members: Jennifer Laatz, Amy Mitchell, Michael DeVries, Katharine Clark, Jeni Schomber, and Wyatt Ditzler.
2. Welcome to Sherry Blakeley – President Miller welcomed our new City Council Representative Sherry Blakeley. Sherry has lived in Beloit since 1974 and loves the library. She is a former employee as well. Welcome Sherry!
3. Approval of the April 15, 2020 Library Board meeting minutes – Haley moved to approve the April 15, 2020 Library Board minutes as presented. Magnus seconded the motion. **Motion Carried (7-0-1 with Sherry Blakeley abstaining).**
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:
 - Construction is moving quickly. Everyday it is different getting further and further along.
 - RFID tagging continues. We are waiting for our second shipment of tags to arrive.
 - Curbside pickup continues. We had an initial surge and it has now leveled out some.
 - Rock County and City of Beloit have established guidelines for re-opening. Businesses will be opening May 21. The whole library community is tightknit across the state. We learn a lot from each other and will continue to move forward sharing information as appropriate. DPI is also offering guidelines to help libraries transition.
 - We removed some computers in the computer lab to allow for ample spacing between computer users. The first phase in re-opening was the curbside service. The second step will be to provide computer access to patrons needing Unemployment Insurance or Department of Workforce Development (DWD) services. Staff attended a mandatory training on

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Unemployment services May 18. We have been in communication with DWD over the past several weeks and have invited them down to visit and determine the best way to offer services and the possibility of have 3 DWD staff members on site working out of the library. This is a powerful service we are providing at a time of great need.

- Re-opening plan – June 1st limited patrons for computer access only. June 8th adding limited patrons for browsing collection. Considering continuing curbside pickup even when browsing options are opened. Consensus of the Library Board to continue curbside service for the foreseeable future to give patrons options according to their comfort level.
 - We are going to have a virtual summer reading challenge. Katharine and programming staff are also looking into virtual programming while we transition back to in-house programming with limited attendance.
- b. Arrowhead Library System (ALS) – Miller reported that delivery service will be transitioning to 3 days a week. The focus is to get materials back to the owning libraries. Libraries are continuing to work with DPI for guidelines. The board recognized the retirement of Wes Davies who has been a longtime board member. The board is also continuing to work on a strategic plan and will be implementing a larger COVID-19 response and will continue to discuss merging into a larger library system.
 - c. Beloit Public Library Foundation – Sowl reported that the Foundation Board approved the 2019 Audit.
 - d. Friends at Beloit Library (FABL) – Did not meet.

6. Committees –

- a. Budget/Facilities Committee – Did not meet.
- b. Personnel Committee – Miller reported that the committee met with Nick for the 1st quarter review. Many boxes were checked off for successful completion. The committee also discussed how to improve the process for next year. They will be giving the Director the opportunity to report on the 16 scoring sections prior to the board scoring the evaluation rather than responding after the initial score. They are also looking into a 360-degree evaluation process seeking input from select constituencies.
- c. Strategic Plan Committee – Did not meet.

7. New Business

- a. Meeting Norms Discussion – Elliott moved to table the discussion to the next meeting. Miller seconded the motion. **Motion Carried (8-0).**

8. Action Items:

- a. Committee Assignments – Due to the change in the City Council representation, there is a vacancy on the Library Board Foundation. Sherry Blakeley agreed to serve on that board. David Sowl moved to approve the committee assignment of Sherry Blakeley to the Library Foundation Board. Miller seconded the motion. **Motion Carried (8-0).**

- b. User Initiated Exhibits, Displays, and Bulletin Board Policy – As part of the overall policy review, this new policy incorporates 3 previous policies (Bulletin Board Policy, Displays Within the Library Policy, and Distribution of Free Literature Policy) into one cohesive policy and aligns with a policy update at the American Library Association (ALA). Haley moved to approve the User-Initiated Exhibits, Displays, and Bulletin Board Policy as presented. Sowl seconded the motion. **Motion Carried (8-0).**
 - c. Monthly financial report and approval of library and café bills – Blakeley moved to approve the payment of the bills on the May 19, 2020 warrant in the amount of \$44,870.27 for the Library and \$658.44 for the Blender and the recurring expenses of \$179,279.92 for the Library and \$5,929.58 for the Blender. Magnus seconded the motion. **Motion Carried (8-0).**
9. Trustee Activities and Upcoming Events – None
10. Motion to Adjourn – Sowl moved to adjourn. Miller seconded the motion. Meeting adjourned at 5:19 PM.

Next meeting: Wednesday, June 17, 2020

Submitted by:
Jennifer Laatz, Business Manager