



beloit public library

**Beloit Public Library Board of Trustees
BUDGET/FACILITIES COMMITTEE
Wednesday, June 10, 2020 2:00 pm
605 Eclipse Blvd., Beloit, WI 53511**

1. Call to order and roll call – President Maribeth Miller called the meeting to order at 2:00 pm.
Members present – Maribeth Miller, Rachelle Elliott, and David Sowl.
Members absent – Angela Moore.
Also present: Nick Dimassis, Library Director and Leadership Team Jennifer Laatz, Amy Mitchell, Wyatt Ditzler, Katharine Clark, Michael DeVries, and Jeni Schomber.
2. Update on current construction project – Project is moving along on schedule. Everything is going as expected. Painting and HVAC work will be starting next week.
3. Discussion: 2020 and 2021 drafts of library budgets. – Dimassis reported that the 2021 budget is a preliminary business as usual budget as we have not received any direction from the city. The entry of the budget into MUNIS is due July 15th. We have our review with the City Manager and Finance Director at the end of July. The city approves its budget in November and the Library Board will approve the library budgets after that. Laatz then presented the Library budget showing a pull from the reserve fund of \$42,150, the Blender budget showing a deposit into the reserve fund of \$26,159 for an overall change in the reserve fund of an anticipated pull of \$15,991. Sowl inquired about the past performance of the Blender and how that impacts the overall library budget. Elliott stated the Blender is a solid asset and service to the library and community. Miller requested a history and overview of the Blender at the 6/17/20 Library Board meeting.
4. Approval to designate the reserve fund for construction contingency – Dimassis reported that the Foundation approved funds to cover a 3% contingency for change orders during the construction. The City requires security of a 15% contingency. Sowl moved to recommend approval for securing the funds as requested but if the change orders exceed the Foundation’s commitment, the board will call a special meeting for any one change order exceeding \$5,000 or cumulative change orders exceeding \$10,000, with the understanding that BTC is responsible for their own specific change order requests. Elliott seconded the motion. **Motion Carried (3-0)**
5. Adjournment – Sowl moved to adjourn. Elliott seconded the motion. Meeting adjourned at 3:51 pm.

Submitted by:
Jennifer Laatz
Library Business Manager

Beloit Public Library Board of Trustees
Budget/Facilities Committee
June 10, 2020, Approved June 17, 2020

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