

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 23, 2012 in the Burlington Public Meeting Room. Present were Penny Torhorst, Steve Rauch, Peter Smet, Scott Johnson, and Pat Hurley. Excused was Dianne Boyle, M.T. Boyle, Pat Hoffman, Mike Kelly. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:00.

Minutes of the September 25, 2012 meeting were approved. Johnson moved, and Smet seconded. Motion passed.

The October General Fund Bills, Prepays, Reimbursements, September 2012 General Fund Deposits were discussed and approved. Hurley moved approval and Johnson seconded. Motion passed.

Johnson moved and Rauch seconded the motion to approve the October 2012 Trust Fund Bills and the September 2012 Trust Fund Deposits. Motion passed.

Committee Reports: There were none at this time.

Federated Library Report: Mid-Wisconsin did hire a new administrator.

Old Business:

Friends Update: The Friends Pub program and after party at John's Main Event raised a profit of \$150.00. Their last fundraiser was at Wendy's and they received \$39.00.

Falk stated that coupon exchanges are becoming very popular in libraries lately.

Basement Remodel: The basement hallway has been painted and it looks much brighter. We have an estimate for carpet for the meeting room and hallway of \$4,000.00. Falk stated that she hoped that we could use \$200.00 from the ink cartridge recycle account, \$1,100.00 from the Sentry Fund, and \$1200.00 from the Booksale account. This would total \$2500.00. This would leave \$1500.00 to be used from the regular operating expenses.

We are still getting bids for the ceiling job in the hallway and we are finding out that it is more expensive than we had thought. We may need to wait for the 2014 budget to get this project done.

Johnson moved and Hurley seconded the motion to accept the money to be used from the ink cartridge recycling fund, the grocery fund, the booksale fund and general operating fund in the amount of \$4,000.00 to fund the carpet project. Motion passed.

Audiovisual Project: Falk informed the Board that 11 of the DVDs that were located in the 900s in the Nonfiction section were stolen in the past few weeks. She wanted the Board to remember that we are in the process of changing the feature film DVDs from their location behind the desk to open shelving in the library. She stated that the shelving for the project has been ordered and we are just waiting for the approval from the Board. The Board talked about video surveillance and other security measures. Falk will be getting some prices on camera surveillance. It was decided that we should go ahead with the project. We will reevaluate after several months time.

New Business:

Budget: The Library budget was the first to be heard at the City Budget meetings. There are more meetings this week and next week, and then we will know more about what the city decides. Falk stated that the presentation went well.

Falk asked the Board that if the current budget does pass, and we do purchase a new microfilm reader in the coming year, if the Board would consider donating the current microfilm reader to the Historical Society. The Board agreed that it would be a good idea if the current budget is approved.

County Tax Exemption: Falk wanted to let the Board know that she has filed with Walworth and Racine Counties for the County Tax Exemption. This is done annually.

Volunteer and Staff Appreciation: Falk reminded the board that last year they approved \$300.00 for Staff Appreciation for Christmas and also \$25.00 for volunteer appreciation. Johnson moved and Hurley seconded the motion to use \$300.00 of booksale money for Staff Appreciation and \$25.00 for volunteer appreciation. Motion passed.

CD Renewal: Falk told the Board that the last Certificate of Deposit for trust fund money was just renewed. We do have two maturing in the next couple weeks. The Board instructed Falk to use her best judgment.

Scheduling Director Evaluation: Falk stated that if Hoffman is able to come to the next meeting we could hand out the evaluation sheets. They then could be collected at the December meeting.

Visits to Delafield and Pewaukee Libraries: Falk visited Pewaukee's new library. Falk showed pictures of the Children's area, which has a nautical theme. There are several fireplaces throughout the library, many nice study rooms, staff work areas, and a lot of very nice art. There are many open display areas, a self serve coffee station, and little electronic bugs in the children's area. It is a very large, very beautiful library.

Falk also visited the Delafield Library which is combined with the City Hall and is much smaller. The library is strikingly decorated with very vivid colors. There are entry displays, a fireplace in the adult area, study rooms, a local history section and an outdoor garden project. There is a massive atrium between City Hall and the Library. There is a meeting room shared between the city hall and the library.

Directors Report:

We received a request from a school PTO parent for the Library to donate 200 coloring contest sheets for them. Smet asked that the parent contact him at the BASD office and he will assist her.

Monthly Report: The circulation numbers are up from this time last year. Our reference numbers are down for the year.

BPL in the news: There were many items in the weekly newspaper calendars and articles on our upcoming programs.

Public Communication to the Board: There was nothing at this time.

Meeting was adjourned at 5:08 p.m. Hurley moved and Smet seconded. Motion passed.

Our next meeting will be on Tuesday, November 27th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman
Secretary/Treasurer