

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, December 18, 2012 in the Burlington Public Meeting Room. Present were Penny Torhorst, Steve Rauch, Peter Smet, M.T. Boyle, and Mike Kelly. Excused were Pat Hoffman, Dianne Boyle, Scott Johnson, Pat Hurley, and high school representative Elle Reda. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt, and high school representative Adam Schuster.

Torhorst called the meeting to order at 4:00.

Falk introduced our new high school representative, Adam Schuster. He is a Senior at Catholic Central and lives in Burlington. He is the youngest of 4 children.

Minutes of the November 27, 2012 meeting were approved. Smet moved, and Rauch seconded. Motion passed.

The December Prepaids, Reimbursements, and November 2012 General Fund Deposits were discussed and approved. Rauch moved approval and Smet seconded. Motion passed.

Smet moved and Rauch seconded the motion to approve the December 2012 Trust Fund Bills and the November 2012 Trust Fund Deposits. Motion passed.

Committee Reports: Pat Hoffman was not at the meeting so the Director's Evaluation will be postponed to next month.

Federated Library Report: Falk reported that Lakeshores continues to work with the new Administrator of the MidWisconsin Federated Library System.

Old Business:

Friends Update: The Friends group is looking for a new idea for a fundraiser, and Falk asked the Board if there was anything they would like to suggest. Torhorst suggested some new landscaping. M.T. Boyle suggested some more AWE computers for older children. Smet asked how we were set for our handicapped patrons that are visually or hearing impaired. Falk said that we have some helpful devices, but there were newer things on the market such as a hearing loop. Falk said the Friends suggested raising money to extend the Summer Reading program. Falk said she was also going to poll the staff for ideas as well.

Basement Remodel: The basement hallway has been painted. The meeting room and hallway have been carpeted. The 2013 budget includes the basement hallway ceiling project.

Budget Update: Falk reported that the City budget was approved at the December 4th meeting.

New Business:

Home Expo Booth: The Home Expo is in March and we will be having a booth again this year. We hand out magnets with our hours and meet and greet the public.

Library Calendar for 2013: Falk handed out another copy of the 2013 calendar for Board meeting dates and library closing dates. The only comment was that the November meeting should be changed from the 26th to the 19th. The children are on half days the week of the 26th. Kelly moved and Rauch seconded the motion to accept the 2013 calendar with the dates shown with the change from November 26th to the 19th. Motion passed.

Collection Development Policy: The Board discussed changing the current collection development policy to allow purchase of items because of high patron demand. Discussion followed about the fact that parents sign to be responsible for the materials their children check out. Kelly moved and Smet seconded the motion to add to the collection development policy that items may be added if there is high patron demand. Motion passed.

DVD collection expansion: The Board discussed expanding the DVD collection to include a wider range of materials. Again Board members discussed the parent's responsibility for directing their children's use of library materials, and that library employees are not responsible for screening what any patron checks out. Kelly moved and Smet seconded the motion to expand the DVD collection with a wider range of DVDs. Motion passed.

Falk reported that there have been several more DVDs stolen this month. She reported that it would cost \$8,000.00 to buy locking cases for the entire DVD collection. It was suggested that if the problem continues that we could purchase locking cases for the new movies as we buy them. The board decided to monitor the situation and discuss it again.

Internet time limits: We have extended the Internet time available to patrons to 2 hours a day and will evaluate whether we can increase it further.

Staff appreciation donation: Falk received an anonymous donation of \$1000.00 to be used for the library staff. The city administrator said that while the money could not be dispersed to the employees, it could be used for something like improving the staff break room.

Purchase of a flat screen TV: Falk reminded the Board that we received \$5,000.00 from Mr. Lipton in his will. Joy suggested that we purchase a 60" flat screen TV for the basement meeting room. It would be internet accessible, it would be connected to cable and she could use it for all her movie showings. She now uses the projector with a pull down screen. Falk also stated that it could use it for meetings. Smet moved and Rauch seconded the motion to use a portion of the Lipton money to purchase a 60" flat screen TV. Motion passed.

Directors Report:

The Circ numbers are up this month. Total circulation for last year was around 207,000 items and we will be over that amount this year.

BPL in the news: There were many items in the weekly newspaper calendars.

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

Meeting was adjourned at 5:10 p.m. Rauch moved and Kelly seconded. Motion passed.

Our next meeting will be on Tuesday, January 22nd at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman
Secretary/Treasurer