

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, January 22, 2013 in the Burlington Public Meeting Room. Present were Penny Torhorst, Steve Rauch, Peter Smet, M.T. Boyle, Dianne Boyle, and Pat Hurley. Excused were Pat Hoffman, Mike Kelly, Scott Johnson, 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.

Minutes of the December 18, 2012 meeting were approved. Hurley moved, M.T. Boyle seconded. Motion passed.

The January Prepays, Reimbursements, Late December Prepays and Reimbursements, and December 2012 General Fund Deposits were discussed and approved. Hurley moved approval and Smet seconded. Motion passed.

Smet moved and Hurley seconded the motion to approve the January 2013 Trust Fund Bills and the December 2012 Trust Fund Deposits. Motion passed. The Board asked about the \$1,000.00 donation for staff appreciation. Falk said the staff is working on ideas.

Committee Reports: Pat Hoffman was not present so the Director's Evaluation will be postponed.

Federated Library Report: Falk reported little progress in building a new agreement between Lakeshores and the Mid-Wisconsin Library System. Lakeshores approved a version of the former agreement and sent it to the Mid-Wisconsin Board. That Board rejected the agreement and formed a committee to look into an agreement. There has been talk of dissolving the SHARE group. The libraries in Lakeshores hope there will be future cooperation between Mid-Wisconsin and Lakeshores.

Old Business:

Friends Update: The Friends group is still looking for a new idea for a fundraiser. Torhorst will talk to Falk later as she may have an idea. M.T. Boyle suggested a spelling bee where you would buy a letter and have teams.

Basement Remodel: The 2013 budget includes the basement hallway ceiling project. The Board reviewed the project and accepted a bid from Tenhagen for the hallway and restroom ceilings. Hurley moved and Smet seconded the motion to accept the bid from Tenhagen. Motion passed.

Falk reported that the Samsung 60" TV is almost ready to be mounted on the wall in the basement. It is a Smart TV and will be hooked up to cable and internet. It will be used at meetings for presentations, to show movies, and if we have any classes in the meeting room.

Microfilm Reader: The Board reviewed bids on a new microfilm machine. Several were discussed with a wide range of options, but the library would prefer a model that is simpler for the average patron to use without staff instruction. After discussion, Hurley moved to purchase the new microfilm reader from Naviant. Smet seconded the motion. Motion passed. The old machine has been offered to the Historical Society.

DVD Expansion: Falk has purchased a wide range of new DVDs, based on patron demand. We have signs up explaining the movie ratings and signs stating that R-rated material is for use by adults only. We also have stickers on the DVDs so they are clearly marked. As with any library material, parents are responsible for what their children use.

We have had 22 DVDs go missing since we put the DVDs on open shelves. To change to locking cases for all DVDs would cost about \$8,000.00, plus the cost of labor. If we were to buy locking cases and only use them for the new DVDs and go forward it would cost about \$1,500.00 this year. The Board discussed and decided to wait a couple more months and see whether the problem continues. We circulate about 4300 DVDs per month.

New Business:

Annual Report: The State Annual Report will be completed by the February Library Board meeting. It will need to be signed and is due on March 1st.

Directors Report:

The Circ numbers and walk in numbers are up for the year.

Falk had a handout for the Board on Active Shooters put out by Homeland Security. It gives the basic guidelines on what to do if you have an active shooter. Smet also stated that there is a 5 minute video on YouTube which shows the same guidelines.

Lakeshores is providing a subscription to Zinio, offering 100 magazines online to be downloaded to a computer, smart phone, and iPad. The magazines are in full color and you can keep them permanently.

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

Public Communication to the Board: The Chamber of Commerce has waived our membership fee.

Meeting was adjourned at 4:50 p.m. Hurley moved and Smet seconded. Motion passed.

Our next meeting will be on Tuesday, February 26th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman
Secretary/Treasurer