

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, June 25, 2013 in the Burlington Public Meeting Room. Present were M.T. Boyle, Pat Hoffman, Dianne Boyle, Scott Johnson, and Peter Hintz. Excused were Penny Torhorst, Pat Hurley, Peter Smet, and Mike Kelly. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Johnson called the meeting to order at 4:05.

Minutes of the May 28th meeting were approved. Hoffman moved approval, Hintz seconded. Motion passed.

The June General Fund Bills, Prepaids, Reimbursements, and June 2013 General Fund Deposits were discussed and approved. Hoffman moved approval and Boyle seconded. Motion passed. Falk reported that our flag pole is scheduled to be painted this week.

Hoffman moved and Hintz seconded the motion to approve the June 2013 Trust Fund Bills and the May 2013 Trust Fund Deposits. Motion passed. Falk reported that we have ordered a sound bar for the big screen TV in the meeting room. When the room is full of kids for a movie showing it is not loud enough.

Committee Reports: There are no reports at this time.

Federated Library Report: Lakeshores has asked Directors for questions to interview a new administrator.

Old Business: There was none at this time.

New Business:

Friends of the Library report: The Friends have sent out a post card for the Booksale. They have mailed out 600 cards to business, Friends, and people that have supported them in the past. Copies are also available at the front desk. It is to solicit used books for the sale and also to raise awareness.

SRP update: Falk had copies of the adult and children's brochures to show the Board members. The Adult program currently has 44 people signed up, and the children's program has 513 signed up as of today. The Dairy program had 400 people attend. Last Friday's Storywagon "Creepy Crawly Zoo" had 235 people in attendance.

Board Committee Assignments: Torhorst is not here so Falk asked that we postpone this until the next meeting.

Personnel manual changes to sick leave and comp time: We now have an adult page that has become the Page Supervisor. As such, she trains, schedules and supervises all pages and fills in shifts at the circulation desk. She used to earn only vacation time as a benefit. Falk would like her to earn sick and holiday time as well. The Board agreed that if she is doing the desk job she should get the desk benefits.

Falk reported that the City wants her to sign a memo of understanding about comp time for non-represented managerial staff. Falk has not accrued comp time in the past because it is not available to the director in the Library policy manual. The new City personnel manual states that she would earn comp time for hours over 40 per week and then have to use it within the next pay period. The Board agreed that she should get the same benefit as other City employees in this regard. Hoffman moved and M.T. Boyle seconded the motion to allow the Library Director to earn and use comp time. Motion passed.

It was suggested the Board review our policy manual to see if anything may need to be updated and this could be added to the September agenda.

Improving library grounds: Brian has cut down and removed some of the old bushes in the courtyard by the ramp. Tammy cleared weeds and trimmed the remaining bushes. There is also a dead pine tree and 2 old bushes that still need to be removed. Falk is working on having the City remove them. Torhorst has planted the flower boxes on Pine Street.

Improvements for shelving: Falk said that this project is on hold. We had wanted to put display shelving on the end caps of the book shelves. There isn't enough room on the children's side for wheelchairs if we add on to the shelving units. The end cap book shelves only come in full lengths and they are very expensive.

Staff Appreciation: It is once again time for State Fair Cream Puffs. Falk wanted to know if we could again order cream puffs. Hoffman moved and Dianne Boyle seconded the motion to purchase cream puffs for the staff from booksale proceeds.

Agenda delivery to Board members: Falk asked if anyone wanted to get the Board meeting agenda through library email instead of regular mail. It was suggested that Falk prepare a sign up sheet and anyone that wants to receive the Agenda through their personal email can sign it, understanding that some of the information will be subject to the open records law. Falk will have it by the next meeting.

#### Directors Report:

Falk discussed that the circulation numbers and walk in numbers are down slightly again this month. Our reference transactions and internet usage are both up. Falk prepared a pie chart showing what the areas of checkout are and the numbers and how they are different from last year.

Falk reported that, in keeping with past decisions by the board, she did not allow an insurance company that was providing "child safety kits" to advertise in the library. Another patron asked that we sell items for the Special Olympics, which we also denied.

We are having a UFO program on Saturday and the program speaker is probably going to want to sell his book. Past practice is that we allow presenters to sell and sign their books following their presentation. The Board agreed that he could.

Falk reported that at 2:30 today she got word from the City stating that the budget deadline will be earlier this year. She will try to create a bare bones budget for the July meeting and then the Board can make changes at the August meeting.

BPL in the news: There were just a few calendar events this past month.

Public Communication to the Board: There are none at this time.

Meeting was adjourned at 5:00 p.m. M.T. Boyle moved and Dianne Boyle seconded. Motion passed.

Our next meeting will be on Tuesday, July 16<sup>th</sup> at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Peter Hintz  
Aldermanic Representative