

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, July 16, 2013 in the Burlington Public Meeting Room. Present were M.T. Boyle, Pat Hoffman, Penny Torhorst, Pat Hurley, Peter Smet, and Mike Kelly. Excused were Dianne Boyle, Scott Johnson, and Peter Hintz. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:00.

Minutes of the June 25th meeting were approved. Hoffman moved approval, Smet seconded. Motion passed.

The July General Fund Bills, Prepaids, Reimbursements, and June 2013 General Fund Deposits were discussed and approved. Kelly moved approval and Hoffman seconded. Motion passed.

Smet moved and Kelly seconded the motion to approve the July 2013 Trust Fund Bills and the June 2013 Trust Fund Deposits. Motion passed.

Committee Reports:

Falk wanted to verify the committee appointments. She wanted to make sure that the people on the Buildings and Grounds committee were clear that the committee they were on was the existing building and grounds, not a new library committee.

M.T. Boyle removed herself from the Building and Grounds committee. The Library Board agreed that when there is a long range planning committee it should be the whole Library Board on that committee.

Falk said that she asked that Steve Rauch and M.T. Boyle be on the Blue Ribbon Committee that the City is putting together.

Federated Library Report:

Falk reported that there is a Share meeting scheduled on Thursday, July 18th in Ft. Atkinson with more news on planning if the two systems will merge or not. There are 15 libraries in the Lakeshores System. The interim director for Lakeshores is Steve Ohs.

Old Business: There was none at this time.

New Business:

Board committee assignments: This was covered in the Committee Report

Improving library grounds:

There is a dead pine tree and 2 old bushes that need to be removed. Falk has received an estimate from the City to remove them. That amount is being reconsidered and hopefully they will be removed at a future date.

The flag pole has been sanded and repainted and the light will go back up tomorrow. The flag will then be hung again. DPW donated the use of the cherry picker, so the painting project cost us 576.00 instead of \$1,000.00.

Agenda delivery to Board members:

Falk had the Board members fill out and sign a form on how they wanted to receive the Agenda. They can receive it through their personal email with the understanding that some of the information could be subject to the open records law.

Dress code:

Falk reported that a patron complained that a staff member looked very sloppy. Falk agreed that our dress code has relaxed some. She is thinking of proposing no jeans and no t-shirts. She is asking the Board for guidance on how to handle this issue. After much discussion, Smet moved and Kelly seconded the motion that the Board's expectation for dress would be business casual, and work safe clothing. Also clothing that reflects our professional mission. Discretion for implementing the dress code was left with the Director. Motion passed.

Booksale update:

The Library book sale starts on Thursday of next week at 12:00 - 2:00 with a charge of \$5.00 for an individual and \$15.00 for a family Friends membership. Thursday from 2:00 - 7:00 admission is free, Friday from 9:00 - 5:00 is free admission and Saturday morning the sale runs from 9:00 - 12:00 with free admission. Saturday morning is also the \$3.00 bag sale.

Directors Report:

Monthly Report:

Falk prepared two pie charts showing what the areas of checkout are, the checkout numbers and how they are different from last year. Circulation is slightly down this last month from the same month a year ago.

Wednesday afternoon the two new Aldermen will be at the Library for a tour. Falk has prepared some quick facts to give them.

Falk also prepared a list of upcoming events at the Library.

BPL in the news: There were some calendar events for the past month.

Public Communication to the Board: There was a thank you from Tom Gruling for letting him hold his End Times Bible Study in the Library meeting room for several weeks.

Love, Inc. sent a thank you for the money donated from the Friends' March raffle basket.

Karl Ganhs sent a thank you for sending back his uncle's obituary that he was using for a bookmark in the book he returned.

Christina Boskovic sent an appreciative letter regarding the UFO program, the speaker and Carole our staff member for scheduling the program.

Hoffman reminded Falk that the Board wanted to have the Personnel Policy Manual put on the Agenda for review at the September meeting. She also thought that it would be good to give each member a copy of the manual at the August meeting so that they can review it and bring it back to the September meeting for discussion.

The August meeting is on Tuesday, August 27th and Falk said they needed to have committee meetings before that board meeting. The personnel committee is scheduled for 3:15 on August 27th and the Finance committee will meet at 3:45 on the same day.

Meeting was adjourned at 4:55 p.m. Kelly moved and Hurley seconded. Motion passed.

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

Respectfully submitted,

Peter Hintz,
Aldermanic Representative