

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, August 27, 2013 in the Burlington Public Meeting Room. Present were M. T. Boyle, Pat Hoffman, Penny Torhorst, Peter Hintz, Peter Smet, Scott Johnson, and Mike Kelly. Excused were Dianne Boyle, and Pat Hurley. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:05.

Minutes of the July 16th meeting were approved. Kelly moved approval, Hoffman seconded. Motion passed.

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

Johnson moved and Hoffman seconded the motion to approve the August 2013 Trust Fund Bills and the July 2013 Trust Fund Deposits. Motion passed.

Committee Reports:

Personnel Committee met before the Library Board meeting to review the Library budget. The Committee also reviewed a Director Evaluation form from DPI. They are looking for other possible evaluation forms. The Committee also wants the Board to review the current personnel policy manual to see if there should be any changes made. The Personnel Committee recommended approval of the recommended personnel budget as presented.

Finance Committee met before the Library Board meeting to review the Library budget. Kelly reported on the the impact of using carryover reserve as a resource to fund the budget. The Finance Committee recommended approval of the budget as presented.

Federated Library Report: There is nothing at this time.

Old Business:

Friends: The Friends are looking for ideas to raise visibility for our booksale in the community. They were thinking to have T-shirts for all the volunteers to wear at the book sale and in the community. It would be good advertising for the sale and the Library. The question was, do we want a business to sponsor the shirts (and add advertising) or do we want to use Trust money to purchase them ourselves. The Board felt we should use Trust money to purchase the shirts.

New Business:

Board committee assignments: This was reviewed within the committees.

Budget: Hoffman moved approval of the Library Budget as presented. Johnson seconded the motion and the motion passed.

Personnel Manual: Hoffman handed out copies of the Personnel Manual to look over and discuss at the September Library meeting.

WLA: Wisconsin Library Trustees and Friends: M.T. Boyle has been appointed to the committee and she would like everyone to view the website. She stated that there was a \$50.00 fee to become a member but that you could view the webpage and see if it is something you would be interested in. She said that other board members can share ideas and questions. She has volunteered to attend the conference this year and be the Library liaison and see what it is all about.

Directors Report:

Monthly Report: Both internet use and circ numbers are up for July.

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

Public Communication to the Board: Johnson suggested having the newspaper write an article featuring new things at the Library. Falk also said that the Library will be a place for people to sign up for the Affordable Care Act. She is attending Webinars and meetings so that we will be able answer questions about where people can get the information and trained assistance they need.

Meeting was adjourned at 4:42 p.m. Hoffman moved and Kelly seconded. Motion passed.

Our next meeting will be on Tuesday, September 24th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Peter Hintz
Aldermanic Representative