

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, September 24, 2013 in the Burlington Public Meeting Room. Present were Penny Torhorst, M.T. Boyle, Pat Hoffman, Scott Johnson, Peter Smet, Peter Hintz, Mike Kelly, and Pat Hurley. Excused was Dianne Boyle. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt, and Systems Administrator Tammy McCarthy.

Torhorst called the meeting to order at 4:00.

Minutes of the August 27<sup>th</sup> meeting were approved. Smet moved approval, Kelly seconded. Motion passed.

The September Prepaids, Reimbursements, and August 2013 General Fund Deposits were discussed and approved. Smet moved approval and Hurley seconded. Motion passed. Hoffman moved and M.T. Boyle seconded the motion to approve the September 2013 Trust Fund Bills and the August 2013 Trust Fund Deposits. Motion passed.

Committee Reports: None at this time.

Federated Library Report: The Lakeshores Board is still investigating a merger with Mid-Wisconsin Federated Library System.

Old Business:

Friends Financial: The Board feels that they would like to support the Friends with the T-shirts they want. After the Friends have their meeting the Library Board will discuss it again.

New Business:

Budget: Falk went over the ongoing goals for the budget for the City. She has listed 5 items as our ongoing goals.

1. Continue developing adult programming.
2. Continue outreach to Hispanic patrons.
3. Increase Internet access for the public.
4. Investigate new technologies and assist with diverse devices.
5. Library building replacement or renovation.

Our 2014 budget includes a Capital Improvement component for 6 new computers with the software, furniture, wiring cable and expertise. We would need to move the paperback spinner racks back and remove or reconfigure the tables. Tammy has already ordered two new laptop tables that can be used at the comfortable chairs by the newspapers.

Falk said that to accomplish all our goals we are going to need to be well versed on all the devices and software applications that we can offer to our patrons.

Lakeshores has developed software that automatically adds Interlibrary loan materials to the catalog for ease of checkout, then removes them when the loan is over.

Ft. Atkinson has purchased software called "Boopsie" which allows integration of various programs. It allows a patron to download materials on a phone, tablet, Apple or Android device. It is a direct link to the search catalog. You log in once, and after that it will automatically log into your account. You can go directly to Overdrive, My Account, Zinio, Badgerlink, Facebook, Twitter, Calendar, and Library hours and phone numbers. However, the convenience comes with a price of about \$4400 for the configuration and first year service. Sirsi is working on integrating these same resources into E-resource Central, which would provide the same service as part of Sirsi without additional cost.

October 1<sup>st</sup> is the beginning of sign up for the Affordable Care Act. If there is a need, we would like to provide basic internet classes before the library opens in the morning. People are going to have to set up an email account and they will need one on one attention at certain points.

Hoffman thought that one of the budget goals should be to further a building expansion or a new facility.

Falk discussed the possibility of adding Sunday hours. Board members suggested that we should advertise that we are "virtually" available 24/7 and that we should spend the money on that idea rather than expanding hours.

#### Personnel Manual Review:

Hoffman went through the Library personnel manual reading over many points and the board felt that there were a couple of minor items. They also talked about making the Director's evaluation shorter and less involved.

Falk reported that Judy Rockwell will be returning in a part time capacity to help with the reference hours.

#### LLS Trustee Banquet:

The speaker will be talking about Maker Spaces. Maker Spaces invite people with skills to share their expertise with interested participants. They also provide equipment to use, such as a 3D printer, recording lab and technology to change videos to DVDs. Library Board members should let Gayle know if they want to attend the banquet.

#### Directors Report:

The Circ numbers are up for September.

Falk received an email this afternoon that compared our library to other libraries throughout the state.

BPL in the news: The Board reviewed numerous calendar items.

Public Communication to the Board: There was no communication.

Meeting was adjourned at 5:40 p.m. Hurley moved and Kelly seconded. Motion passed.

Our next meeting will be on Tuesday, October 22<sup>nd</sup> at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Peter Hintz  
Aldermanic Representative