

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 22, 2013 in the Burlington Public Library Meeting Room. Present were Pat Hoffman, Scott Johnson, Peter Smet, Peter Hintz, Mike Kelly, and Pat Hurley. Excused was Dianne Boyle, M. T. Boyle, and Penny Torhorst. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt.

Johnson called the meeting to order at 4:04.

Minutes of the September 24th meeting were approved. Hoffman moved approval, Hurley seconded. Motion passed.

The October Prepays, Reimbursements, and September 2013 General Fund Deposits were discussed and approved. Kelly moved approval and Hoffman seconded. Motion passed. Smet moved and Hurley seconded the motion to approve the October 2013 Trust Fund Bills and the September 2013 Trust Fund Deposits. Motion passed.

Committee Reports: None at this time.

Federated Library Report: Hoffman reported that she, Falk, and Hintz attended the Trustee Banquet. It was an informative presentation on "Maker Spaces". It was all about making a community space in the Library for programs and demonstrations. Examples were watercolors, knitting, crocheting, Lego land, printer, and soldering. They encourage any program that someone has an interest in and that you can arrange a speaker or a person that can demonstrate. Other suggestions were having puzzles to lend and a network and exchange program or place to exchange items. It stressed that the community come together and gather to learn.

Old Business:

Director Evaluation: The question came up "Do we need to adjust, amend, revise and align the director evaluation to best use the annual report for information. The DPI report is due on March 1st. Falk sets goals for the Library which the Board approves. The Board has taken the director's evaluation and tweaked it a bit. The Library Board looks at the annual report, the DPI report and the library goals and then asks did we meet our goals.

Hoffman went over the Director Evaluation with the new suggestions included. Kelly moved to approve the policy changes as presented to the board at this time. Hurley seconded the motion and the motion was passed. Falk wanted to let the board know that she has exceptional staff and customer service is #1 with everyone.

We get many compliments on the friendliness and helpfulness of the staff. Success of this library depends on everyone, not just the director.

Friends update: The Friends still haven't had a meeting.

New Business:

Budget: Falk reported that the City has reviewed the Library budget. Falk also told the Board that she has filed the exemption forms with both Racine and Walworth Counties.

Staff Appreciation: Falk asked the Board if they would like to allow \$300.00 for Staff appreciation and \$25.00 for our volunteer like we did last year. Smet moved and Hoffman seconded the motion that we do the same this year.

2014 Calendar: Falk handed out a 2014 calendar including a list of Library Closing dates and also Library Board meeting dates. Hoffman moved and Hintz seconded the motion to approve the calendar as presented by Falk. Motion passed.

Marketing Libraries: Falk wanted the Board to know that there are more continuing education opportunities coming up.

WLA is in Green Bay this year from today through Friday. Joy, Gayle and Carole are going.

Directors Report:

Both circ and walk in counts were up marked for September.

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

Public Communication to the Board: There was no communication.

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

Our next meeting will be on Tuesday, November 19th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman
Secretary/Treasurer